RESOURCE AND PATIENT MANAGEMENT SYSTEM

IHS Patient Chart Application

USER MANUAL

Version 1.2
December 2001

Information Technology Support Center
Division of Information Resources
Albuquerque, New Mexico

Table of Contents

1.0 Introduction **1**

2.0 Orientation **3**

2.1 Patient Confidentiality in this Manual 3
2.2 Security Keys 3
2.3 Main Menu Screen Elements 4
2.4 Patient Data Screen Elements 5
2.5 Dialog Boxes 6
2.6 Program-Wide Functions 7
2.6.1 Printing From the Patient Chart Program 7
2.6.2 Viewing Long/ Wide Reports 7
2.6.3 Viewing More Than Fifty List Options 8
2.7 Program-Wide Formats 8
2.7.1 Names (Patient or Physician) 8
2.8 Glossary 8

3.0 Getting Started **11**

3.1 The Login Process 11
3.2 The IHS Patient Chart Options Menu 14
3.2.1 Option Buttons 14
3.2.2 Menu Items 15

4.0 The Patient Chart Option **19**

4.1 The Choose Patient Screen 19
4.2 The Cover Page Screen 21
4.3 The Face Sheet Screen 22
4.3.1 Printing The Face Sheet 22
4.4 The Problems Screen 23
4.4.1 Adding A Problem 24
4.4.2 Editing A Problem 27
4.4.3 Deleting A Problem 27
4.4.4 Printing A Problem 28
4.4.5 Printing The Entire Problem List 28
4.4.6 Adding A Problem Note 28
4.4.7 Editing A Problem Note 29
4.4.8 Deleting A Problem Note 29
4.5 The PCC Medications Screen 31
4.5.1 Using the PCC Medications Screen 32
4.5.1.1 Sorting the PCC Medications Screen Information 32
4.5.1.2 Printing the PCC Medications Screen 32
4.5.2 Medication Profile Screen 32
4.5.2.1 Sorting the Medication Profile Screen Information 33
4.5.2.2 Printing the Medication Profile Screen 34
4.6 The Labs Screen 35
4.6.1 View Lab Results for a Specific Date of Service 36
4.6.2 Print Lab Test Results for a Specific Date of Service 37
4.6.3 Change View 38
4.6.4 Viewing Microbiology Results 38
4.6.5 Viewing the Interim Labs Report 39
4.6.5.1 Using the Interim Labs Report 39
4.6.6 Graphing Lab Trends 40
4.6.7 Exporting Lab Trends 41

4.6.8 Printing Lab Trend Graph 42
4.6.9 Order Labs 43
4.7 The POVs Screen 50
4.7.1 Printing the Purpose of Visit Screen 51
4.8 The Measurements Screen 52
4.8.1 Adding a New Measurement 53
4.8.2 Edit an Existing Measurement 55
4.8.3 Graph Measurement Trends 55
4.8.3.1 Printing A Measurement Trend Graph 56
4.9 The Specials Screen 57
4.9.1 Diabetes Care Summary 59
4.9.1.1 Printing the Diabetes Patient Care Summary 59
4.9.2 Referred Care Information System 60
4.9.2.1 Add a New Referral 60
4.9.2.2 Create a New Referral With a Site Template 72
4.9.2.3 Modify an Existing Referral 77
4.9.2.4 Display Referral Details 77
4.9.2.5 Print Referral Letter 78
4.9.3 Allergy Tracking 79
4.9.3.1 Printing the Allergy Tracking Screen 79
4.10 Telnet Screen 80
4.11 Health Summary Screen 82
4.11.1 Printing Health Summary Data 84
4.12 Radiology Screen 85
4.12.1 Printing the Radiology Screen 85
4.13 Women's Health Screen 86
4.13.1 Printing the Woman's Health Report 87
4.14 Appointments 88
4.14.1 Printing the Appointments List 88
4.15 Immunizations Screen 89
4.16 Patient Education Protocols Screen 90
4.16.1 Printing the Patient Education Protocols List 90

5.0 User Options 91

6.0 My Labs 92

6.1 Using the My Labs Report 92

7.0 Telnet 94

8.0 Appendix A: Sample Referral Letters 95

8.1 IHS Standard Referral Letter 95
8.2 AHCCCS Referral Letter 96

9.0 Appendix B: Sample Printouts 97

9.1 Sample Lab Order Printout 97

10.0 Appendix C: Security Key-Role Matrix 98

Table of Figures

Figure 1: Server Login Dialog Box 11
Figure 2: Access Error Dialog Box 12
Figure 3: Access Code/ Verify Code Dialog Box 12
Figure 4: Select RPMS Facility Dialog Box 12
Figure 5: IHS Patient Chart Options Menu 14
Figure 6: File Menu 15
Figure 7: Default Menu 16
Figure 8: Change Visit View Dialog Box 17
Figure 9: Help menu 17
Figure 10: Sample About Box 18
Figure 11: Choose Patient Screen 19
Figure 12: Populated Choose Patient Screen 20
Figure 13: Patient Chart Cover Page Screen 21
Figure 14: Patient Chart Face Sheet Screen 22
Figure 15: Patient Chart Problems Screen 23
Figure 16: Add Problem with Unknown Diagnosis Dialog Box 24
Figure 18: Problem Diagnosis Prompt Detail 25
Figure 19: Problem Diagnosis List Box Detail 26
Figure 20: Delete Problem Confirmation Dialog Box 27
Figure 21: Problem Deleted Dialog Box 28
Figure 22: Add Note Dialog Box 28
Figure 23: Edit Note Dialog Box 29
Figure 24: Remove Note Confirmation 30
Figure 25: Deleted Note Dialog Box 30
Figure 26: PCC Medications Screen 32
Figure 27: Medication Profile screen 33
Figure 28: Labs Screen 36
Figure 29: Expanded Labs Screen 37
Figure 30: Change Visit View Dialog Box 38
Figure 31: Interim Report Screen 39
Figure 32: Lab Trends Screen 40
Figure 33: Sample Exported Lab Trends 42
Figure 34: Lab Trends Print Out 43
Figure 35: Default Pick List Error Dialog Box 43
Figure 36: Order Lab Tests Screen 44
Figure 37: Lab Order Pick List Selection Dialog Box 45
Figure 38: Other Laboratory Orders Dialog Box 46
Figure 39: Order Priorities Dialog Box 47
Figure 40: Hospital Locations Dialog Box 48
Figure 41: Required Field Error Message 48
Figure 42: Lab Order Complete Screen 49
Figure 43: Purpose of Visit Screen 50
Figure 44: Measurements Screen 52
Figure 45: Add Measurements Dialog Box 53
Figure 46: Provider Selection Dialog Box 54
Figure 47: Measurement Trends Dialog Box 55
Figure 48: Measurement Trends Graph 56
Figure 49: Specials Screen 58
Figure 50: Diabetes Patient Care Summary 59
Figure 51: Referred Care Information System 60
Figure 52: Add Referral Dialog Box 61
Figure 53: ICD Diagnostic Category Selection Dialog Box 62
Figure 54: CPT Procedure Category Dialog Box 63

Figure 55: Add Referral Screen Detail of Added CPT Procedure Category 63
Figure 56: Primary Vendors/ Other Providers Dialog Box....64
Figure 57: Send to Other Facility Dialog Box....65
Figure 58: Clinic Referred To Dialog Box....66
Figure 59: Inpatient Data Entry Dialog Box....67
Figure 60: Outpatient Data Entry Dialog Box....67
Figure 61: Provisional Diagnosis Dialog Box....68
Figure 62: Narrative Text Entry Box....68
Figure 63: Provisional Procedures Dialog Box....69
Figure 64: Narrative Text Entry Box....69
Figure 65: Provisional DRG Dialog Box....70
Figure 66: Save Referral Confirmation Dialog Box....71
Figure 67: Choose Referral Letter Type Dialog Box....72
Figure 68: Add Referral Dialog Box....73
Figure 69: Referral Template Dialog Box....74
Figure 70: Display Referral Screen....78
Figure 71: Allergy Tracking Screen....79
Figure 72: Patient Chart Telnet Screen....80
Figure 73: Host Name or Address Dialog Box....81
Figure 74: Health Summary Data Display....82
Figure 75: Health Summary Types Dialog Box....83
Figure 76: Radiology Screen....85
Figure 77: Women's Health Screen....86
Figure 78: Appointments Screen....88
Figure 79: Immunizations Screen....89
Figure 80: Education Protocols Screen....90
Figure 81: My Labs Report Screen....92
Figure 82: Main Menu Patient Chart Telnet Interface Screen....94

1.0 Introduction

The IHS Patient Chart program is a Windows-based GUI (Graphical User Interface) application that allows a provider to review and, in some cases, add or edit patient data in the RPMS application suite. Currently the Patient Chart application contains the following data screens (availability based on user security keys) and accommodates the following functions in each:

Screen	Functions
Face Sheet	Display, Print
Problems	Display, Add, Edit, Delete, Print, Notes
Meds	Display, Print
Labs	Display, Add and Print Lab Orders, Display and Print Trend Data
Purpose of Visit	Display, Print
Measurements	Display, Add, Edit, Display and Print Trends
Specials	
Allergy Tracking	Display, Print
Diabetes Patient Care Management	Display, Print
Referred Care Information System	Display, Print, New, Modify, Delete
Troubleshoot	Display, Print
Health Summary	Display, Print
X-Ray	Display, Print
Women's Health	Display, Print
Appointments	Display, Print
Immunizations	Display
Education Protocols	Display, Print
My Labs	Display, Print
Telnet Capability	

The application uses Client/Server Technology (CST) to obtain patient data from the RPMS server. In CST, the user presentation is removed from the server and put on a client workstation (e.g., your desktop pc). Some of the business rules and server processes are also moved to the client workstation. The server handles requests through an interface, processes requests, and returns data to the client.

Communication between the client workstation and the server is handled using TCP\IP. TCP is one of the main protocols in TCP/IP networks and enables two hosts to establish a connection and exchange streams of data. TCP guarantees delivery of data and that packets will be delivered in the same order in which they were sent. IP by itself is something like the postal system. It allows the sender to address a package and drop it in the system, but there's no direct link between the sender and the recipient. TCP/IP, on the other hand, establishes a connection between two hosts so that they can send messages back and forth for a period of time. Both the client workstation and the server must have TCP/IP-aware software installed to run Patient Chart V 1.2.

CST contains three functional components: (1) Client application software, (2) Client interface software, and (3) RPMS server software.

1. **Client Application Software** This is an executable program. This application sends and receives data from the server using the interface component described below and integrates the data it receives with the user's interface.
2. **Client Interface Software** This software resides on the client workstation in the form of an ActiveX Automation Server (DLL). It establishes the unique TCP\IP connection with the server and handles the transport of data.
3. **RPMS Server Software** (BGUand BPC name spaced routines) This server software is the MUMPS (M) code on the server that receives the messages from the interface, converts the messages into code that RPMS can understand, executes the RPMS software, and sends the requested data back to the interface. A "listener" waits for a connection request from the interface and if a connection is successful, the listener spawns a process partition handler that manages the session messaging. The handler validates the security and remains active until the session is terminated or times out from inactivity.

> **Note:** The RPMS Server software must be installed on the server before the client application can be used. See the Patient Chart Installation Guide for complete installation instructions.

2.0 Orientation

2.1 Patient Confidentiality in this Manual

The patient data represented in this manual has been pulled from a scrub database. A scrub database is a database that has been randomly shuffled to protect patient confidentiality but allow the data's use for testing and meaningful manual examples. The data is shuffled by a program that is specifically designed to scrub databases. For example, the patient name that appears most frequently in this manual is Amy Small. The data associated with this patient's name is not hers, but instead has been pulled randomly from other patients' database files. Even the name of our demo patient is a composite/ scramble of the database information; in the original database, there was no patient named Amy Small. In a scrub database, each patient listed is a composite of the other patients in the database, making it impossible for specific and confidential patient data to be associated with the correct patient. In this sense, all the data in the database (and subsequently, the examples) is fictional.

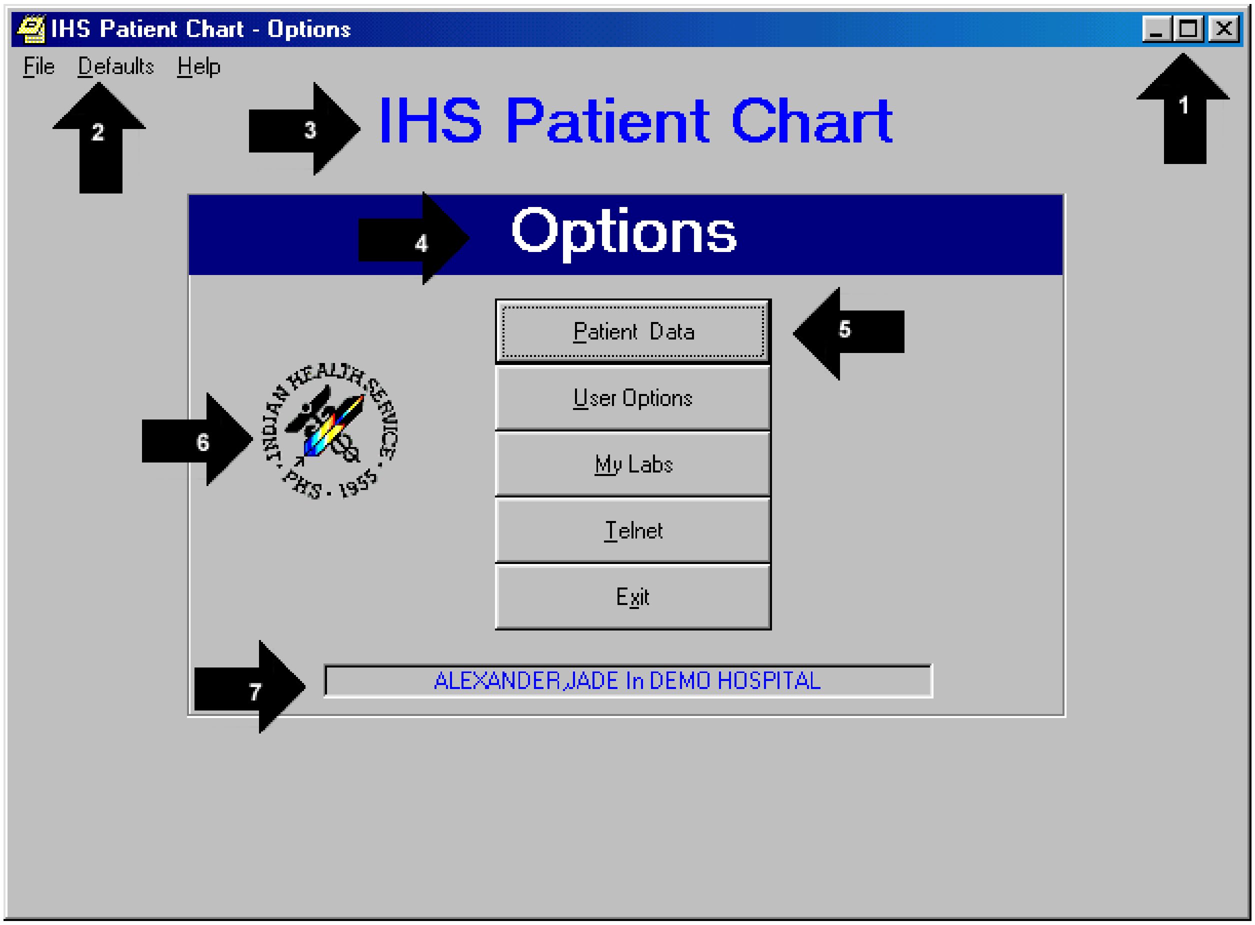
2.2 Security Keys

Because the Patient Chart program is designed for use by different members of a clinical staff, the Patient Chart program has security access keys integrated into the programming. These keys designate access to different areas and functions within the Patient Chart program and are assigned individually to each user by the site manager. As you refer to the User Manual, you may notice that your Patient Chart screen is missing buttons that appear in the examples. This difference is based on the security keys that you have been assigned. When the current user has not been assigned a required security key, the option/tab/button associated with the security key will not appear on the Patient Chart screen. The sections and figures in this manual have been created with all security keys assigned and therefore may contain options and functions that you do not have access to.

Each section of this manual begins with a list of security keys specifically related to that section and the keys' function. The display of all tabs, buttons, and controls are controlled by the RPMS security key management system. If you need access to an area or function you do not currently have access to, please contact your site manager.

2.3 Main Menu Screen Elements

Once you have logged into the Patient Chart Program (section 3.1), the Main Menu screen will appear. This menu contains buttons and options that will take you to all parts of the Patient Chart program. The numbered arrows below illustrate the major areas and elements of the Main Menu screen and the text related to each numbered arrow details the function of the area or element.



Arrow 1: **Minimize, maximize, and exit program buttons** (from left to right, respectively) These buttons function just as their Windows equivalents ON THIS SCREEN ONLY. On subsequent screens, the exit button, or "X," moves the user back one screen, as in the RPMS system.

Arrow 2: **Text menu**

Arrow 3: **Title of program**

Arrow 4: **Active area** within the program

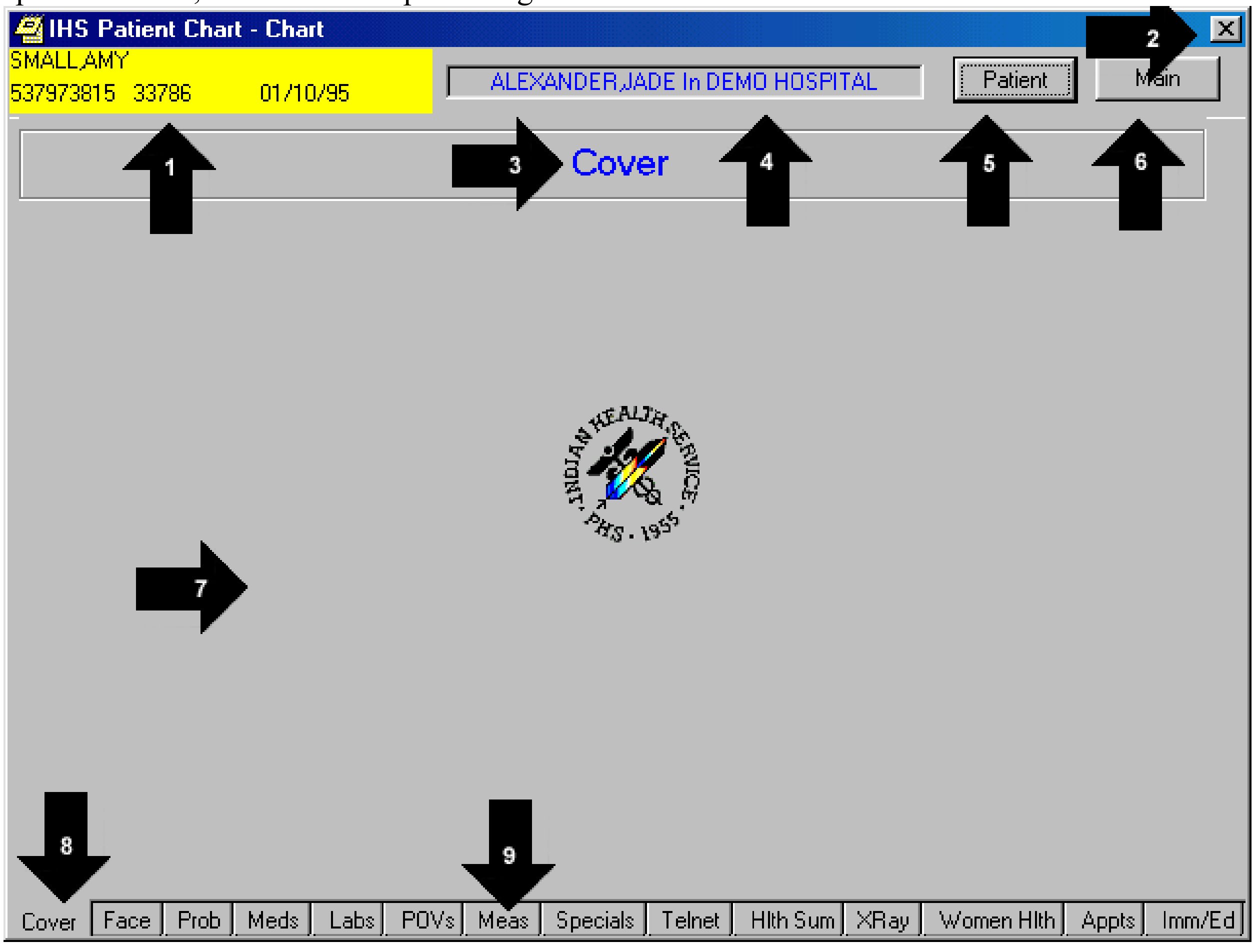
Arrow 5: Option button The dotted black line running around the inside of the Patient Data button indicates that the button is the default selection. Pressing the Enter Key will automatically select this option.

Arrow 6: IHS logo

Arrow 7: **Name and location** of current user

2.4 Patient Data Screen Elements

The elements marked in the screen shot below exist on all internal screens within the Patient Data function (the primary section of the Patient Chart program). For individual elements on a specific screen, see the section pertaining to that screen's functions.



Arrow 1: **Patient information** Includes the patient's name, SSN, chart number, and DOB.

Arrow 2: **Exit button** On the individual Patient Chart screens (other than the main menu), this exit button will move you back one screen.

Arrow 3: **Patient Chart section title**

Arrow 4: **User information** This window displays the name and location of the current user.

Arrow 5: **Patient button** Click this button to return to the patient list screen from which you selected the current patient.

Arrow 6: **Main button** Click this button to return to the main Patient Chart screen.

Arrow 7: **Patient Chart screen area** This area will contain the information indicated by the active section tab and section title. This is the main screen within the Patient Chart program and is where patient data can be viewed and edited (when applicable).

Arrow 8: **Active Section tab** The tab that appears as if on top is the active section tab. The title of the tab corresponds with the information in the Patient Chart screen area.

Arrow 9: **Inactive Section tab** The tabs that appear as if beneath the Active Section tab are the inactive section tabs. Only one section tab can be active at any time and clicking on an Inactive Section tab will make it active.

2.5 Dialog Boxes

Dialog boxes appear when the computer requires input from you to continue or if there has been an error. In this manual, a dialog box is defined as any small box or screen that appears in front of the Patient Chart interface (as compared to appearing AS a screen of the Patient Chart interface) and requests your attention or specific information. Most error dialog boxes will ask you to acknowledge the error by clicking an OK button on the screen. Some dialog boxes will require input and provide fields for you to enter data before clicking the OK or Cancel button.

Arrow 1: **Name of Dialog Box** This name will usually be related to the code or function driving the option that needs your attention. When the dialog boxes are regular elements of the patient chart program (as compared to error messages), they will usually have a more understandable name. The dialog box in this example is a server error message and therefore is named by the Patient Chart server.

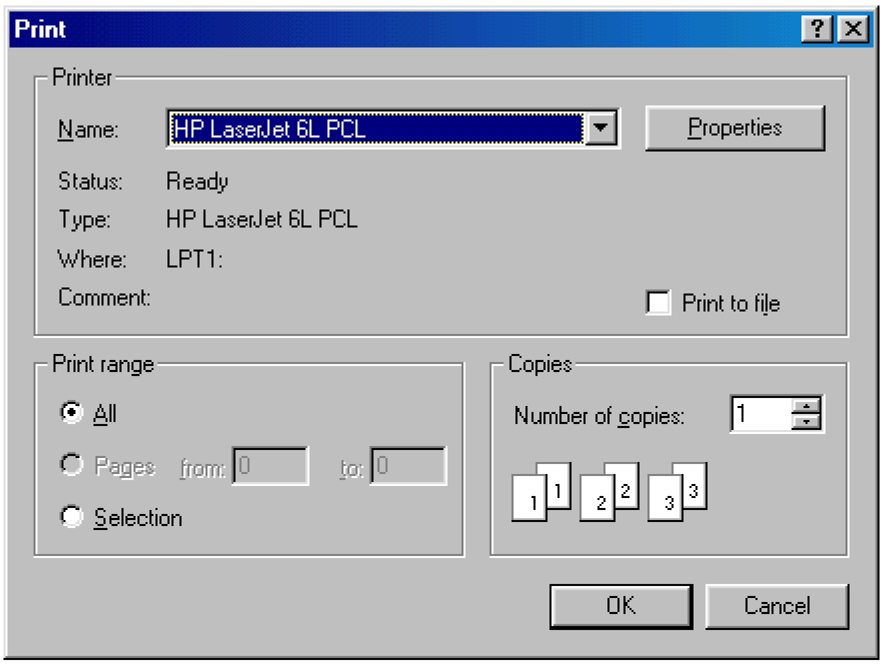
Arrow 2: **Response buttons** As illustrated here, the OK button has a small dotted line around the inside. This dotted box indicates the answer that the computer expects you to provide. The dotted line establishes a default response and, if you wish to do so, you can simply press the Enter key to accept the default response. In the example above, that default response is “OK.”

2.6 Program-Wide Functions

2.6.1 Printing From the Patient Chart Program

Because the print function is available in most of the Patient Chart screens and the process of printing from the Patient Chart program is similar between sections, the instructions for printing will only be presented here, in the orientation section of the User manual.

1. Press the Print button within the Patient Chart screen. Your computer's standard Print dialog box will open, allowing you to select the destination printer and the desired number of copies.



Print Dialog Box

2. Select the printer to which you would like to print (if your computer has more than one printer installed) and the number of copies that you would like to print.

3. Click the OK button in the Print dialog box to send the print job to the printer or the Cancel button to return to the active Patient Chart Application screen without printing.

2.6.2 Viewing Long/ Wide Reports

If the screen information continues beyond the bottom of the screen, a vertical scroll bar on the right side of the screen will be active. Click the up and down arrows on the scroll bar to move the screen and view the remaining portions of the report/ screen. Likewise, if the screen information continues beyond the right side of the screen, the horizontal scroll bar on the bottom of the screen will be active. Click the left and right arrows on the scroll bar to move the screen and view the remaining portions of the report/ screen.

2.6.3 Viewing More Than Fifty List Options

When you are viewing lists in list boxes, only the first fifty options will be displayed. If more than fifty patients match your criteria, the More button will appear and be enabled. Clicking the More button adds the next fifty patients to the list box. If less than fifty patients match your criteria, the More button will be disabled and appear grayed out OR will not be visible at all.

2.6.4 List Display

When user entry is required in a text box, enter a single question mark (?) to pull up a list display.

2.7 Program-Wide Formats

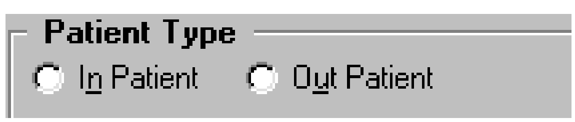
2.7.1 Names (Patient or Physician)

When you are asked for a Patient or Physician name, type the first few letters of the patient's last name in the text box and press the Enter key or click the Display button. The name must be typed in the LastName,FirstName format. In this format, there is a comma but no space between the last and first names. The input format mimics that in RPMS.

2.8 Glossary

There are many terms used in the User Manual that may be new to you or may have slightly different meanings in other program environments. To clarify, a glossary of terms commonly used in this User Manual is included.

Term	**Definition**
Button	A small outlined area in a dialog box or screen that you can click to activate an option or command
Click	To tap on a mouse button, pressing it down and then immediately releasing it. Note that clicking a mouse button is different from pressing (or dragging) a mouse button, which implies that you hold the button down without releasing it. The phrase to *click on* means to select a screen object by moving the mouse pointer to the object's position and clicking a mouse button.
Dialog Box	Any small box or screen that requests your attention or specific information and that appears in front of the Patient Chart Interface (as compared to appearing AS a screen of the Patient Chart interface).

Term	Definition
Double click	Tapping a mouse button twice in rapid succession. Note that the second click must immediately follow the first or the program will interpret them as two separate clicks rather than one double click.
Drag-and-drop	*Drag* refers to moving an icon or other image on a display screen. To drag an object across a display screen, select the object with a mouse button ("grab" it) and then move the mouse while keeping the mouse button pressed down. When the item/ text has been moved over the target field, release the mouse button, effectively "dropping" the item or text into the new field. The entire process is called drag-and-drop.
Drop-down Menu	A text box with a down arrow button on the right side Clicking the down arrow button in a drop-down menu will open a menu list or calendar to select an option from. 
GUI	Acronym for Graphical User Interface A GUI is a program interface that takes advantage of the computer's graphics capabilities to make the program easier to use.
List box	A special text box that contains a list of items or results This box can either be interactive, allowing you to select, add, or remove list items, or static, simply presenting isolated information in a list format.
Radio Buttons	Groups of buttons, of which only one can be selected, or "on" at a time When you select one button, all the others are automatically deselected. 
Roll-and-Scroll	A text-based, menu-driven application A roll-and-scroll program offers the user options in menu format; once an option is selected, the program offers the user the next set of options in menu format. There are no graphics in the roll-and-scroll environment. This is the most common RPMS interface.

Term | **Definition**

Screen

In Patient Chart, *screen* refers to the area within the program that can be manipulated. *Screen* may also refer to an area within the program that cannot be manipulated if it is being used for displaying unalterable data (such as a report screen).

Select

To choose an object so that you can manipulate it in some way. In graphical user interfaces, you usually need to select an object -- an icon, file, folder, and so on -- before you can do anything with it. To select an object, you move the pointer to the object and click the left mouse button.

Tab

The small screen links at the bottom of the Patient Data section of the Patient Chart program. These electronic "tabs" resemble the divider tabs traditionally used in paper medical records charts.

TCP/IP

Acronym for *Transmission Control Protocol and Internet Protocol*

TCP is one of the main protocols in TCP/IP networks. TCP enables two hosts to establish a connection and exchange streams of data. TCP guarantees delivery of data and that packets will be delivered in the same order in which they were sent.

IP by itself is something like the postal system. It allows a sender to address a package and drop it in the system, but there's no direct link between the sender and the recipient. TCP/IP combines the two, establishing a connection between two hosts so that they can send messages back and forth for a period of time.

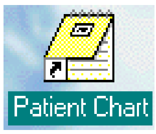
Text box

A special box that can be typed into directly or can be filled, by the program, with information

3.0 Getting Started

3.1 The Login Process

To start the Patient Chart application, select Patient Chart from the Start/Programs menu or, if you have created a shortcut icon like the one shown below, double click it.



The Server Login dialog box will appear (Figure 1):

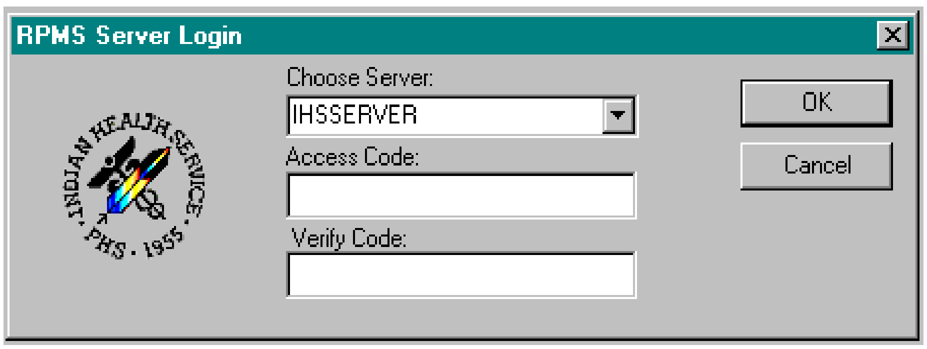


Figure 1: Server Login Dialog Box

At the Server Login dialog box:

1. Type or select the IP address or name of the server you want to connect to in the Choose Server dialog box.
2. Tab to the Access Code text box.
3. Type your RPMS access code.
4. Tab to the Verify Code text box.
5. Type your RPMS verify code.
6. Press the Enter key or click the OK button to complete your login. To cancel your login, click the Cancel button.

7. If you did not type a valid Access Code/Verify Code combination, an Access Error dialog box will appear (Figure 2).

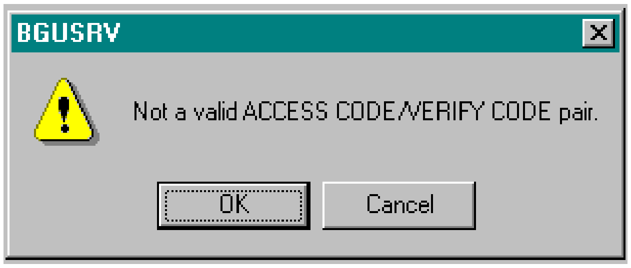


Figure 2: Access Error Dialog Box

8. If the Access Error dialog box appears, press the Enter key or click OK and a new Access Code/Verify Code dialog box will appear (Figure 3).

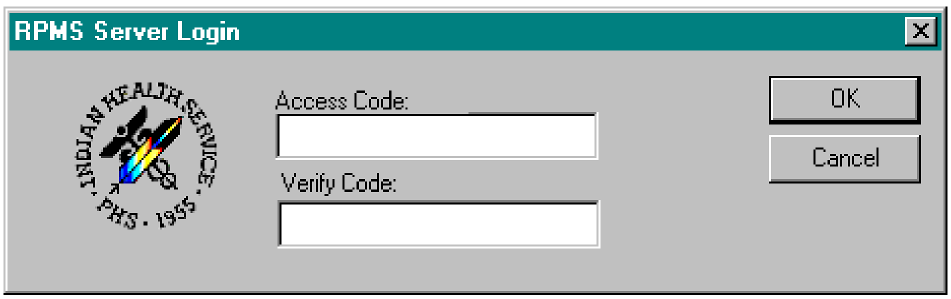


Figure 3: Access Code/ Verify Code Dialog Box

9. Re-type your access and verify codes and press the Enter key or click the OK button.

Note: If the Access Error dialog box appears again, contact your site manager.

10. After you have correctly typed your access and verify codes, you may be required to select the facility you wish to access. If the Select RPMS Facility dialog box appears (Figure 4), highlight your facility selection and click the OK command button.

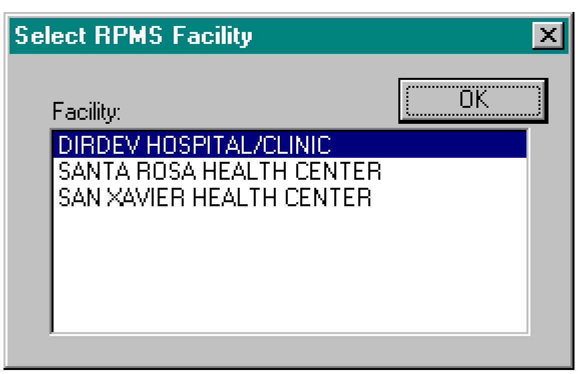


Figure 4: Select RPMS Facility Dialog Box

The Select RPMS Facility box (Figure 4) will not appear if your profile has been defined with access to only one facility.

> **Note**: If a connection is completed but not used for a specific period of time, the connection will timeout. In that case, you must reestablish the connection to the server by logging in again.

3.2 The IHS Patient Chart Options Menu

When the connection to the server is successfully established, the IHS Patient Chart Options menu will appear (Figure 5).

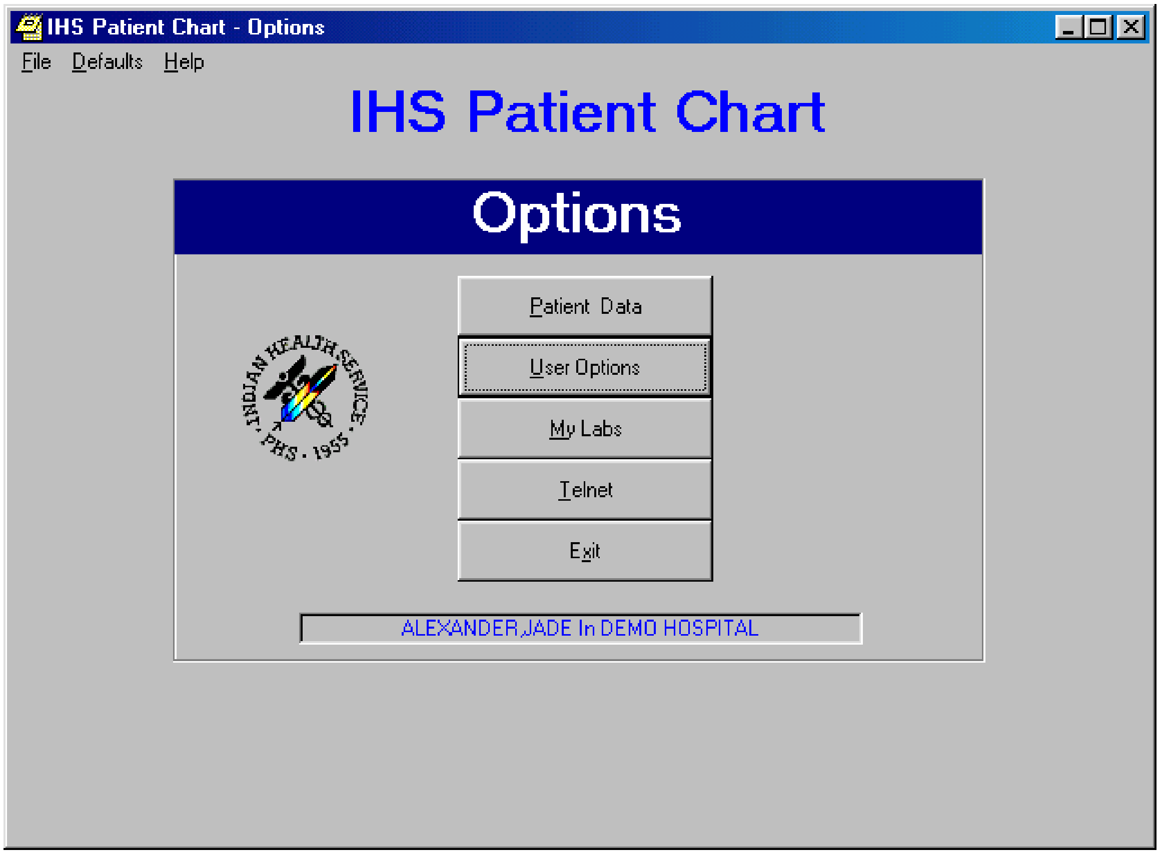


Figure 5: IHS Patient Chart Options Menu

3.2.1 Option Buttons

Patient Data: Click the Patient Data button or press <ALT-P> to access the Patient Data Option. Clicking this button will take you to the primary screens in the Patient Chart program, allowing you to find and select a patient, view the patient's chart information, and edit the patient's chart information (when applicable). Detailed instructions on using these options appear later in this document (section 4.0).

User Options: This option is not currently active.

My Labs: Click the My Labs button or press <ALT-M> to display a list of all completed labs and their results. This option will display the labs for the current user's patients only. Detailed instructions for this option appear in section 6.0 of this document.

Telnet: Click the Telnet button or press <ALT-T> to display a Telnet screen that allows the current user to access the RPMS system directly. More information regarding this option can be found in section 7.0.

Exit: Click the Exit button or press <ALT-X> to exit the Patient Chart program completely.

3.2.2 Menu Items

As in most Windows-compatible software, many of the menu options duplicate the options associated with the option buttons. Either approach, whether through the buttons or the menu items, is acceptable.

Clicking the File option or pressing <ALT-F> will display the File Menu (Figure 6).

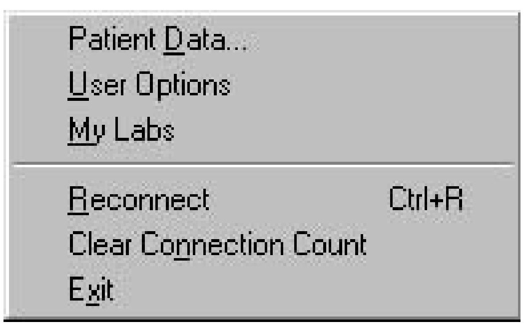


Figure 6: File Menu

Patient Data…: Click the Patient Data menu option or press the "D" key to open the Patient Chart option detailed in 3.2.1. Clicking this button will take you to the primary screens in the Patient Chart program, allowing you to find and select a patient, view the patient's chart information, and edit the patient's chart information (when applicable). Detailed instructions for these options appear later in section 4.0 of this document.

User Options: This option is not currently active.

My Labs: Click the My Labs menu option or press the "M" key to display a list of all completed labs. This option will display the labs for the current user's patients only. Detailed instructions for this option appear in section 6.0 of this document.

Reconnect: Click the Reconnect menu option or press the "R" key to display the Access/Verify dialog box and connect to a server as a different user.

Clear Connection Count: Click the Clear Connection Count menu option or press the "N" key to clear the connection count, display the Access/Verify dialog box, and connect to a server as shown in section 3.1. Occasionally with Windows 95 and Windows 98 PCs, the logon counter will not be incremented correctly if the user resets the machine without properly exiting the Patient Chart program. On these occasions, a "No Data Returned" message may appear when the user logs in to the Patient Chart program again. If you receive the no data returned message (or receive no data) in the Patient Chart program after improperly closing the program, try clearing the connection count before calling RPMS support.

Exit: Click the Exit menu option or press the "X" key to exit the program completely.

Clicking the Defaults option or pressing <ALT-D> will display the Default Menu (Figure 7).

Figure 7: Default Menu

Unknown Diagnosis: Click the Unknown Diagnosis menu option or press the "U" key to activate the Unknown Diagnosis default. When this option is activated, the diagnosis field is always set to "Unknown" when a user adds a new problem to a patient's Problem list.

Choose Diagnosis: Click the Choose Diagnosis menu option or press the "C" key to activate the Choose Diagnosis default. When this option is activated, the user must manually choose a diagnosis when entering a problem into a patient's Problem list. In the default menu example here (Figure 7), the Choose Diagnosis default is selected, indicated by the check mark in the menu list.

Patient Chart Visit Defaults…: Click the Patient Chart Visit Defaults menu option or press the "P" key to change Patient Chart visit defaults. Currently, the only default that can be changed is the program date range (Figure 8).

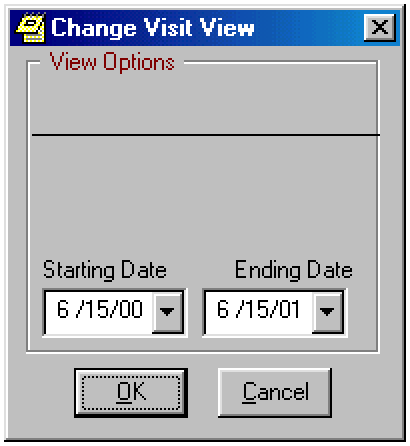


Figure 8: Change Visit View Dialog Box

Clicking the Help option or pressing <ALT-H> will display the Help Menu (Figure 9):

Figure 9: Help menu

<u>A</u>bout…: Click the About menu option or press the "A" key to display the About dialog box (Figure 10). This dialog box displays pertinent information about the current client machine and version information for the Patient Chart program and its components. To close the About dialog box, click the OK button. The listed client machine information will be different for each machine.

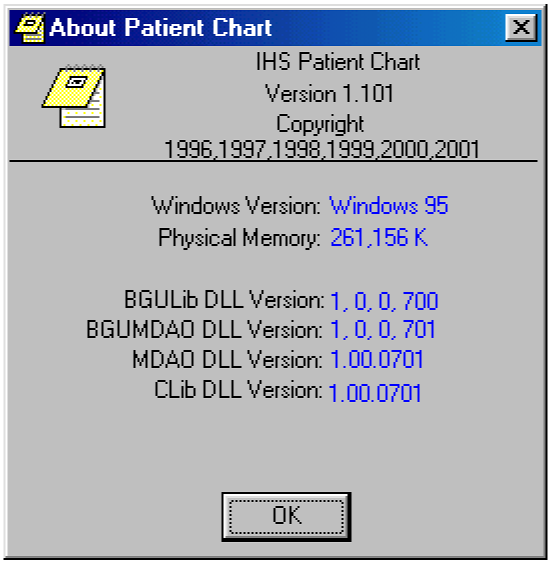


Figure 10: Sample About Box

4.0 The Patient Chart Option

4.1 The Choose Patient Screen

Security Keys:

BPCMNPLU	Required to look up a patient through the Patient Chart interface

After you have selected the Patient Data option on the main menu, the Choose Patient screen will appear (Figure 11).

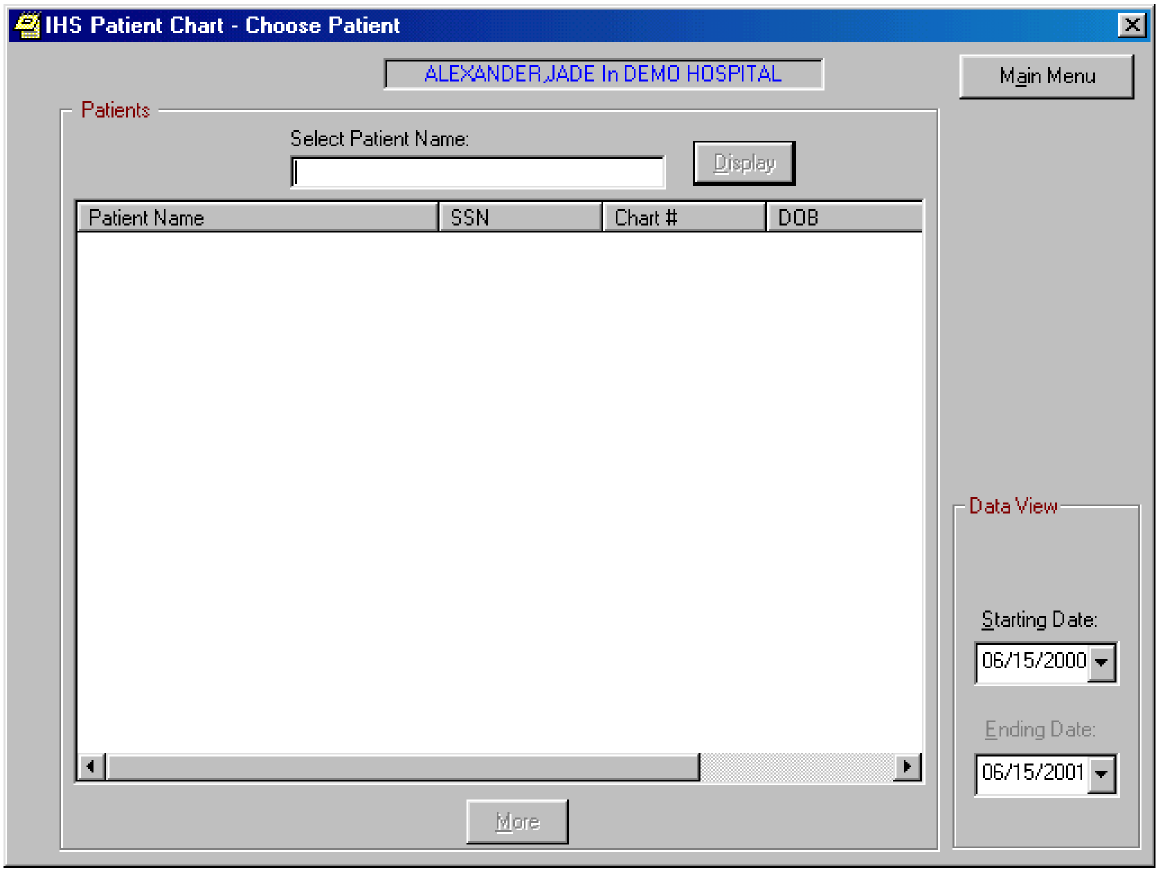


Figure 11: Choose Patient Screen

1. Type a full or partial name (last name first) in the Select Patient Name text box and press the Enter key or click the Display command button. The patient name must be typed in the LastName,FirstName format. In this format, there is a comma but no space between the last and first names.

Tip: You can also type a date of birth, social security number, or a chart number in the Select Patient Name field.

2. The first fifty patients matching the criteria will be displayed (Figure 12).

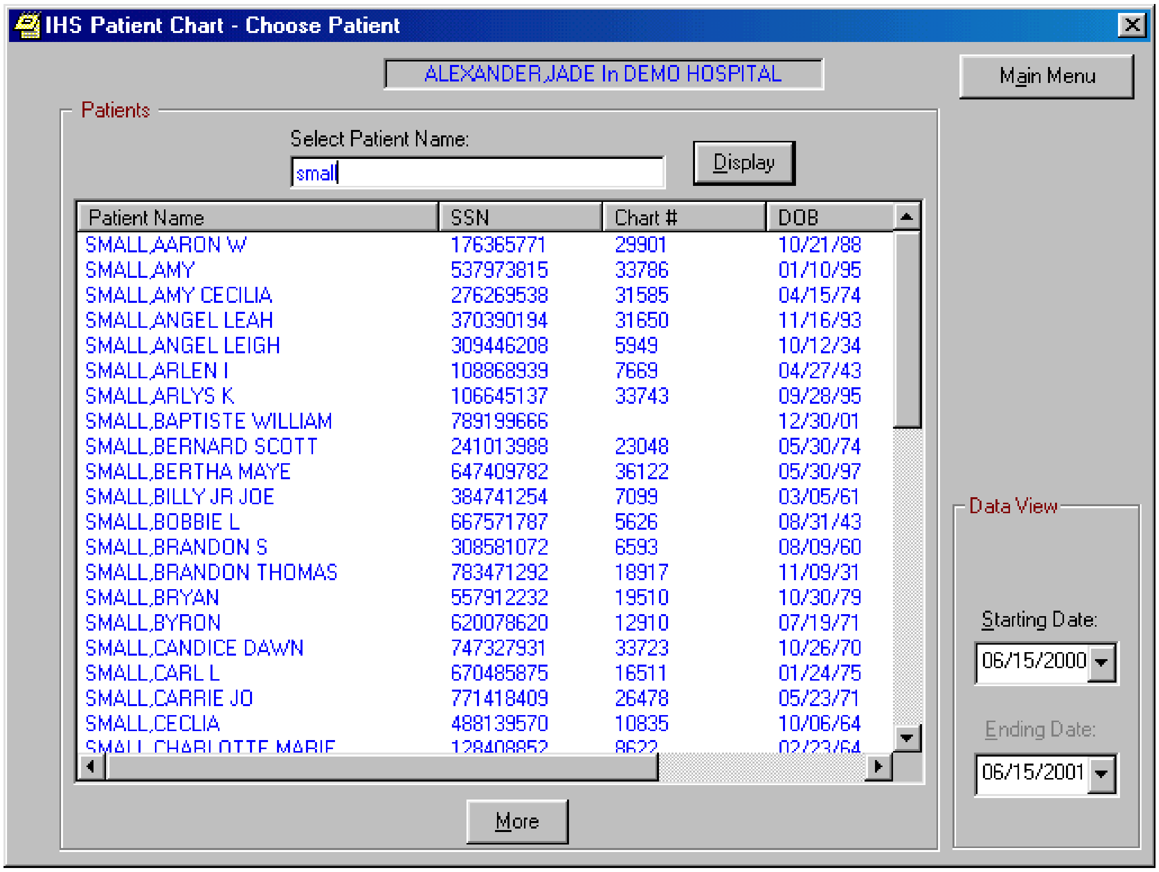


Figure 12: Populated Choose Patient Screen

If less than fifty patients match your criteria, the More button at the bottom of the screen will be disabled and appear grayed out. If more than fifty patients match your criteria, the More button will be enabled and appear as it does in Figure 12. Clicking the More button adds the next fifty patients to the list box. To see the additional patient names, you will need to use the vertical scroll bar on the right side of the screen and manually scroll down the list. Double click the patient name you wish to select. If only one patient matches the typed criteria, that patient will automatically be the chosen patient.

3. After you have chosen a patient from the Choose Patient screen, the Patient Chart screen will appear (Figure 13). The primary Patient Chart program functions are accessed through the screen tabs at the bottom of the Patient Chart screens. Each screen and the functions available on each are described in sections 4.2 through 4.16.

4.2 The Cover Page Screen

The Patient Data option automatically opens at the selected patient's Cover Page screen. The Cover Page is the first tabbed screen in the Patient Chart Interface (Figure 13), mimicking the outside of a physical chart by showing only the name, SSN, chart number, and DOB of the patient.

Security Keys:

BPCTCV	Required for the Cover Screen Tab to appear on the Patient Chart Interface

Figure 13: Patient Chart Cover Page Screen

4.3 The Face Sheet Screen

The Face Sheet screen displays basic patient information including date of establishment, date of last edit, patient name(s), social security status, eligibility, demographics, contact information, and other registrations. The Face Sheet is a composite of information pulled from the PCC, Patient Registration, Third Party Billing, RCIS, and CHS programs.

Security Keys:

BPCTFS	Required for the Face Sheet Screen Tab to appear on the Patient Chart Interface
BPCFSP	Required for printing the Face Sheet Screen

Click the Face Sheet tab to display the Face Sheet screen (Figure 14).

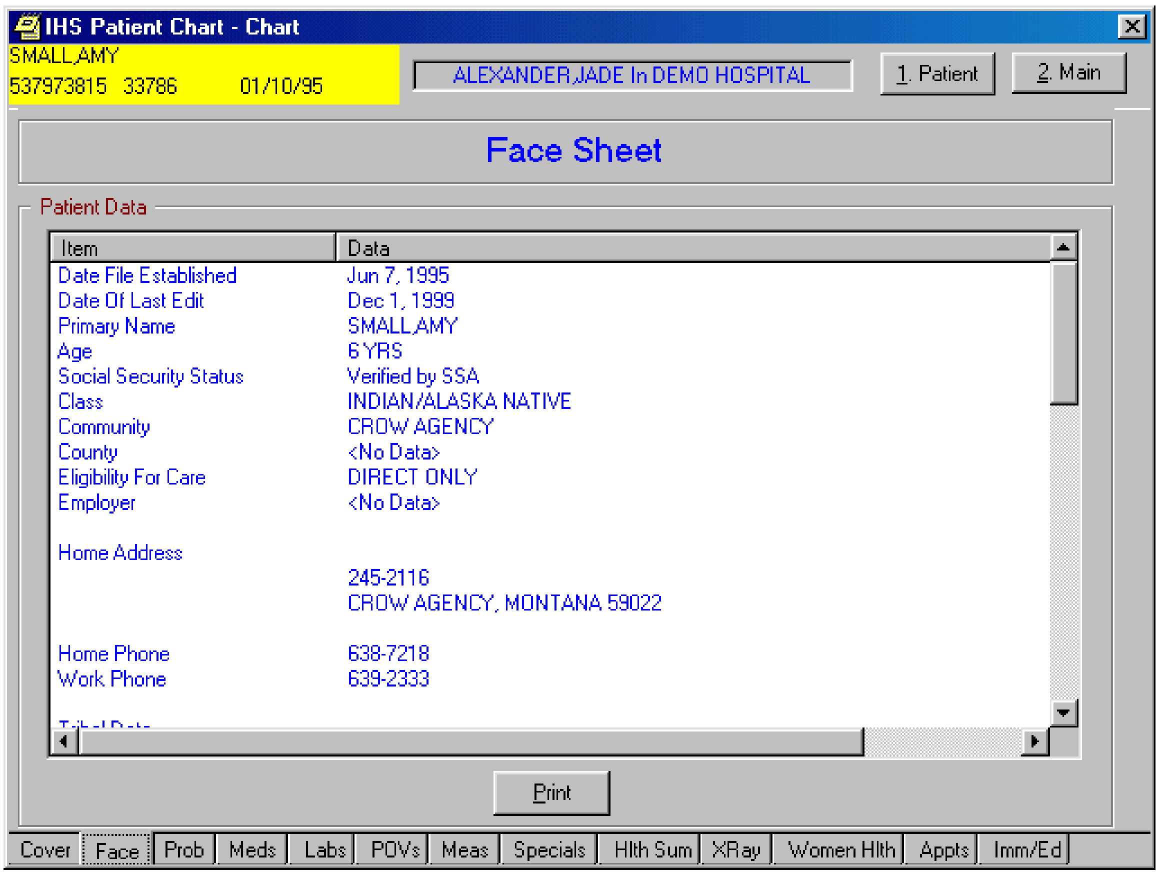


Figure 14: Patient Chart Face Sheet Screen

If the Face Sheet information continues beyond the bottom of the Face Sheet screen, the scroll bar on the right side of the screen will be active, as it is in Figure 14. Click the up and down arrows on the scroll bar to move the screen and view the remaining portions of the report/ screen.

4.3.1 Printing The Face Sheet

The Face Sheet can be printed from the Patient Chart Program and the process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.4 The Problems Screen

The Problems screen displays problem data for the chosen patient. It also allows the user to add, change, delete, and print problems or problem note data. Click the Problems tab to display the Problems screen (Figure 15).

Security Keys:

BPCTPR	Required for the Problems screen tab to appear on the Patient Chart Interface
BPCPRA	Required to add a problem through the Problems screen
BPCPRD	Required to delete a problem through the Problems screen
BPCPRE	Required to edit a problem through the Problems screen
BPCPRP	Required to print the problems and problem notes through the Problems screen
BPCPRNA	Required to add a note to a problem through the Problems screen
BPCPRNC	Required to edit/ change a problem note through the Problems screen
BPCPRNR	Required to remove a problem note through the Problems screen
BPCPRPL	Required to print the Problems List through the Problems screen

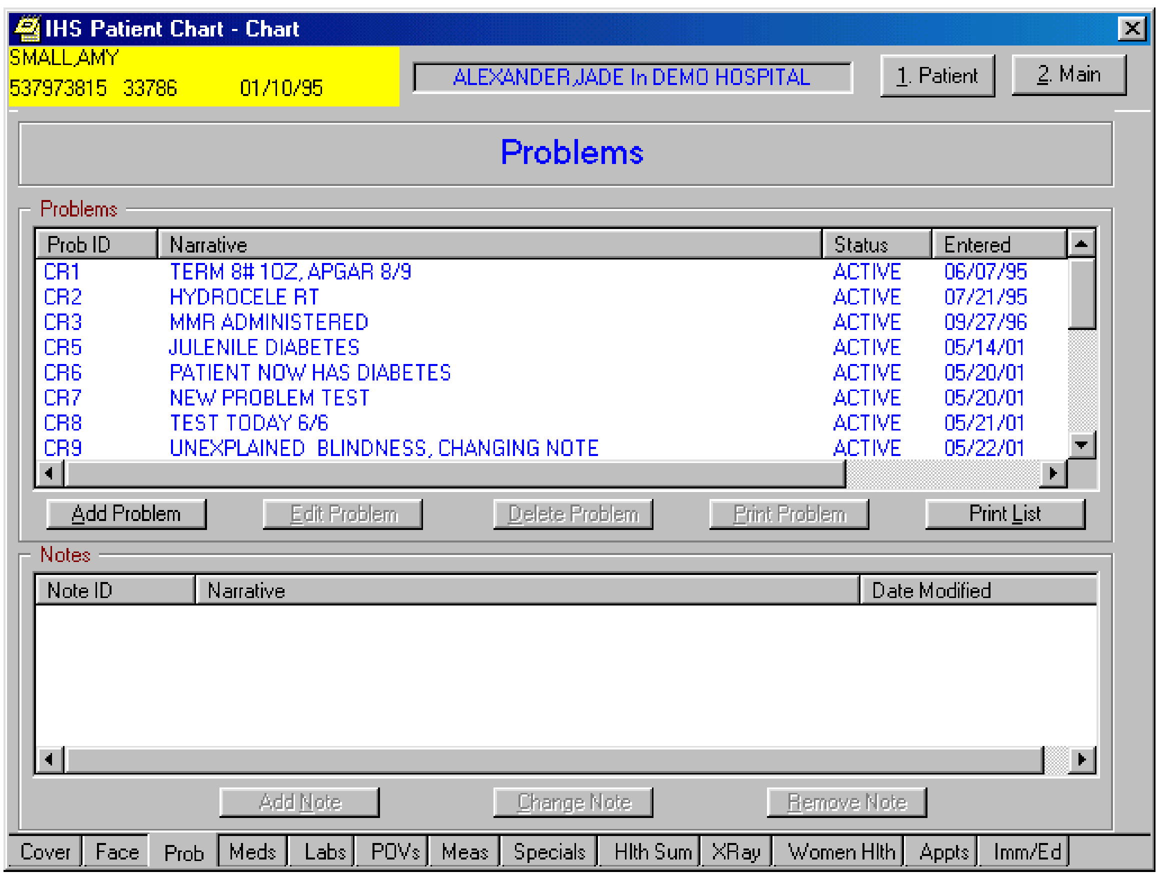


Figure 15: Patient Chart Problems Screen

4.4.1 Adding A Problem

1. Click the Add Problem button.

> **Note:** The selected diagnosis default (section 3.2.2) will affect the appearance of the Add a Problem dialog box. If the Unknown Diagnosis default is activated, go to step 2 and skip to step 7. If the Choose Diagnosis default is activated, go to step 3.

2. In the left corner of the Add Problem with Unknown Diagnosis dialog box (Figure 16), notice that the diagnosis number 9999 appears automatically. This number is the IDC9 code for an unknown diagnosis and cannot be changed in this screen.

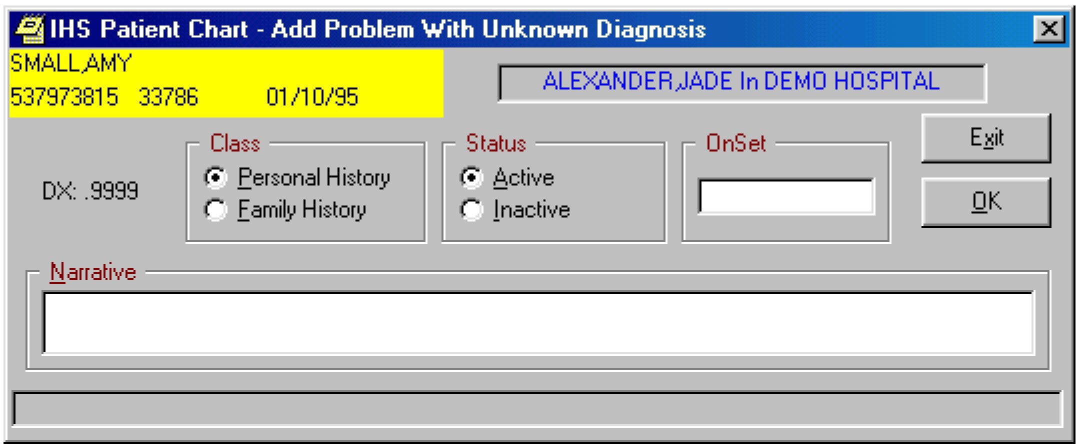


Figure 16: Add Problem with Unknown Diagnosis Dialog Box

3. If the Choose Diagnosis default is activated, the Add Problem dialog box will appear as it does in Figure 17.

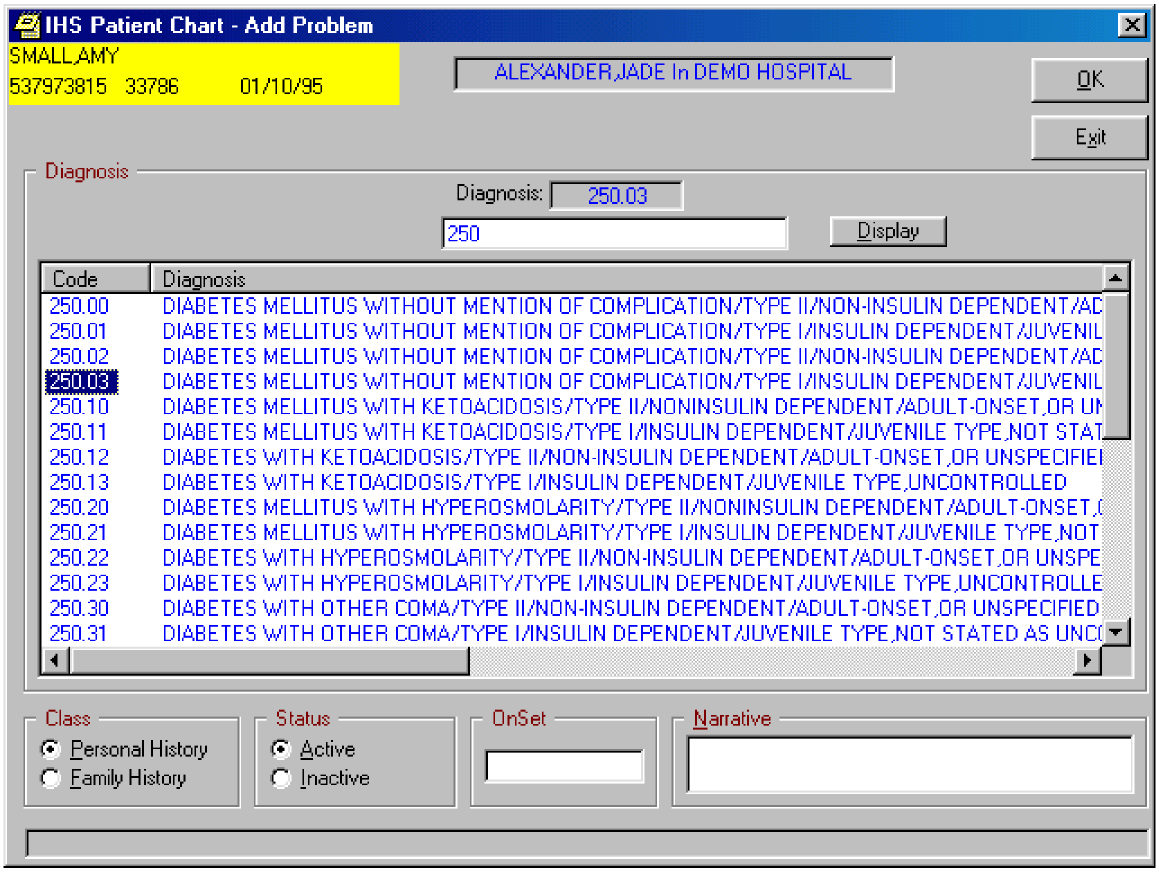


Figure 17: Add Problem Dialog Box

4. The prompt for a diagnosis associated with the problem (Figure 18) appears at the top of the dialog box.

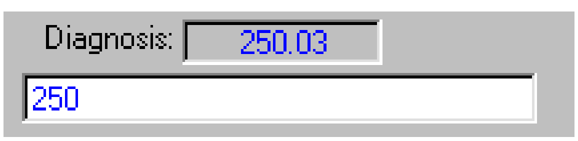


Figure 18: Problem Diagnosis Prompt Detail

5. At the Diagnosis prompt, type alphanumeric text representing all or part of a diagnosis code or description (i.e., 250 or Diabetes). All diagnoses beginning with the typed text/ numbers will be displayed in the list box below the prompt (Figure 19).

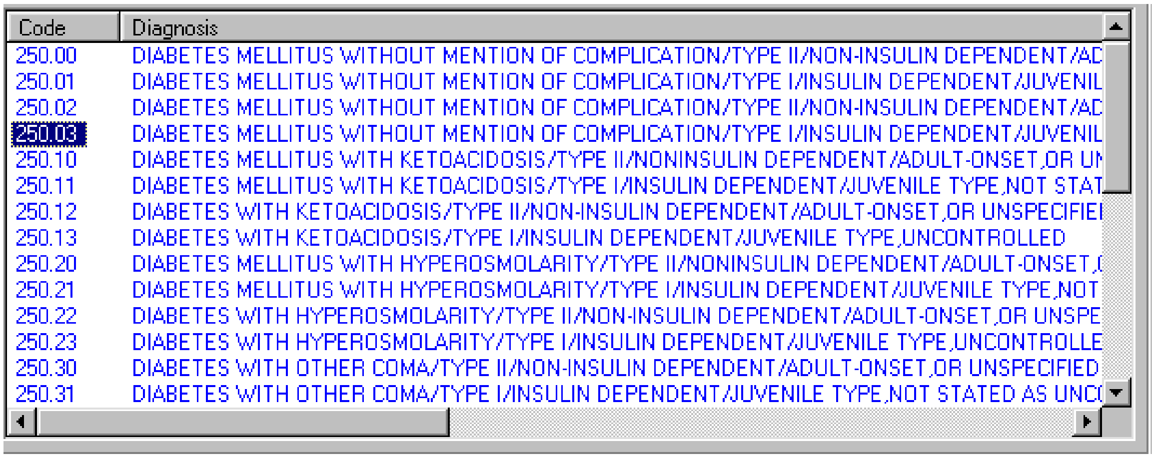


Figure 19: Problem Diagnosis List Box Detail

6. Click on a diagnosis code on the left side of the list box to select the associated diagnosis. Once you have selected a diagnosis code, it will appear in the gray text field above the diagnosis prompt (Figure 18).

7. Click the problem class (personal history or family history) radio button at the bottom of the Add Problem dialog box.

8. Click the problem status radio button (active or inactive) at the bottom of the Add Problem dialog box.

9. Type the problem's date of onset in the OnSet text box. This date is the usually the date of the patient's visit.

10. Type the problem in the Narrative text box (i.e., diabetes, stroke, etc.).

11. Click the OK button to accept and add the entered problem to the Problem list or click the Exit button to return to the Problems screen without adding the problem.

4.4.2 Editing A Problem

1. Click once on the problem you wish to edit in the Problems list box (Figure 15).

2. Click the Edit Problem button and the Edit A Problem dialog box will appear.

> **Note:** The selected diagnosis default (section 3.2.2) will affect the appearance of the Edit a Problem dialog box.

   If the Unknown Diagnosis default is activated, you will be able to edit the class, status, onset date, and narrative for the selected problem. If the Choose Diagnosis default is activated, you will be able to edit the class, status, onset, and narrative for the selected problem as well as the diagnosis.

3. To edit/ change the onset date or narrative for a selected problem, click on the data field that you wish to change and add your changes. To edit/change the class or status of a problem, click the appropriate radio button option. Click the OK button to accept the edit(s) or the Exit button to reject the edit and return to the Problems screen.

4. You can only edit the diagnosis if the Choose Diagnosis default is activated. To change/edit the diagnosis, type alphanumeric text representing all or part of a diagnosis code or description (i.e. 250 or Diabetes) at the diagnosis prompt. All diagnoses beginning with the typed text will be displayed in the listview box below the prompt. Click on a diagnosis code on the left side of the listview to select the associated diagnosis. Once you have selected a diagnosis code, it will appear in the gray text field above the diagnosis prompt. Click the OK button to accept the edit or the Exit button to reject the edit and return to the Problems screen.

4.4.3 Deleting A Problem

1. Click once on the problem in the Problems list box that you wish to delete.

2. Click the Delete a Problem button. The Confirm dialog box will display (Figure 20).

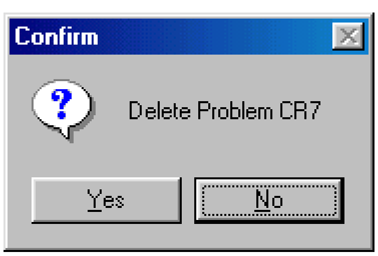


Figure 20: Delete Problem Confirmation Dialog Box

3. Click the Yes button to delete the problem or the No button to reject the deletion and return to the Problems screen.

4. When the problem is deleted, an Information dialog box will appear (Figure 21).

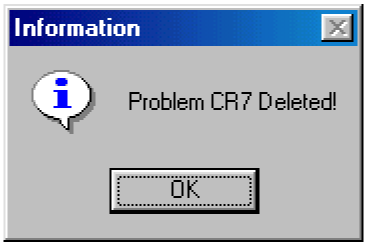


Figure 21: Problem Deleted Dialog Box

5. Click the OK button to continue.

> **Note**: Once a problem is deleted, it cannot be recovered. To return the Problem to the patient's Problem screen, you must add the problem as you would a new problem (section 4.4.1).

4.4.4 Printing A Problem

A specific problem can be printed from the Patient Chart Program and the process is similar to printing from other Windows-based programs. To begin, select the problem that you wish to print by clicking it once in the Problems list box. For more information, see section 2.6.1.

4.4.5 Printing The Entire Problem List

The entire Problem list can be printed from the Patient Chart Program and the process is similar to printing from other Windows-based programs. To begin, click the Print Problem List button. For more information, see section 2.6.1.

4.4.6 Adding A Problem Note

1. Click once on the problem in the Problems list box to which you would like to add a note.

2. Click the Add Note button. The Add Note dialog box will appear (Figure 22).

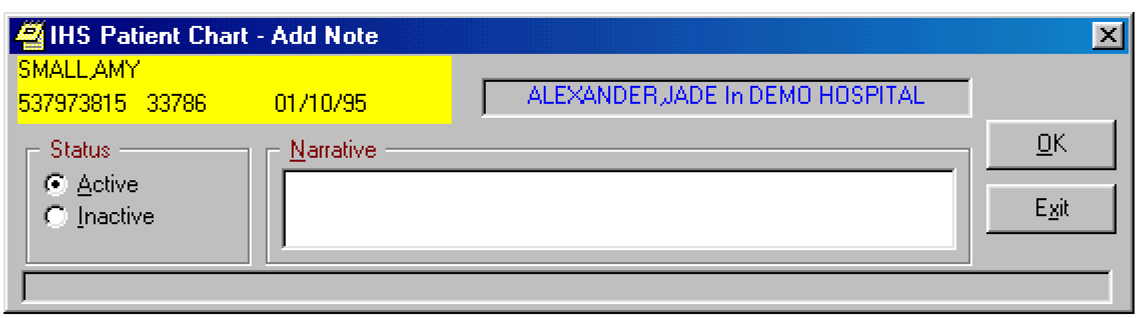


Figure 22: Add Note Dialog Box

3. Click the Active or Inactive radio button to select the note's status.

4. Type the note in the Narrative text box.

5. Click the OK button to accept the entered note or the Exit button to reject the entered note and return to the Problems screen.

4.4.7 Editing A Problem Note

1. Click once on the problem associated with the note you wish to edit in the Problem list box (Figure 15).

2. Click once on the note that you wish to edit in the note list box at the bottom of the Problems screen.

3. Click the Change Note button and the Edit Note dialog box will appear (Figure 23).

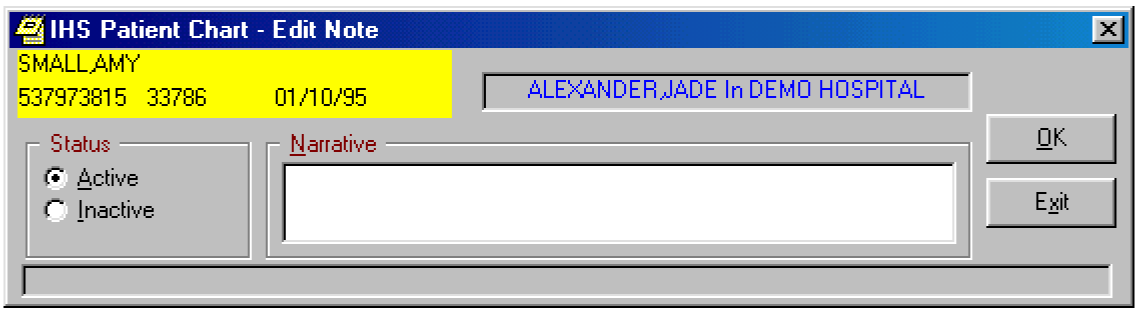


Figure 23: Edit Note Dialog Box

4. To edit/ change the narrative for a selected problem, click on the data in the narrative field that you wish to change and make your changes. To edit/change the status of the note, click the appropriate active/inactive option. Click the OK button to accept the edit(s) or click the Exit button to reject the edit and return to the Problems screen.

4.4.8 Deleting A Problem Note

1. Click once on the problem that the note you wish to delete is associated with in the Problems list box (Figure 15).

2. Click once on the note that you wish to delete in the note list box.

3. Click the Remove Note button and the Confirm dialog box will appear (Figure 24).

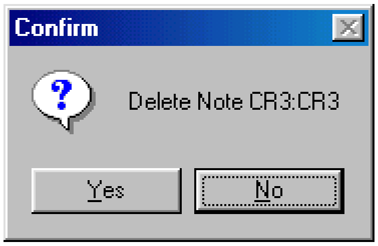


Figure 24: Remove Note Confirmation

4. Click the Yes button to delete the note or click the No button to reject the deletion and return to the Problems screen.

5. When the problem is deleted, an Information dialog box will appear (Figure 25):

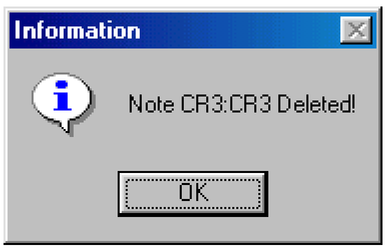


Figure 25: Deleted Note Dialog Box

6. Click the OK button to continue.

> **Note**: Once a note has been deleted, it cannot be recovered. To return the note to the selected problem on the patient's Problem screen, you must add the note again as you would a new note (section 4.4.6).

4.5 The PCC Medications Screen

The PCC Medications screen displays medication data for the chosen patient for the visit range selected. The PCC Medications Screen pulls information from the PCC Medications module. If your site uses the RPMS Medications package, you can access that medication information through the Med Profile button. If your site uses the Viking Medication package, the only information available to you through the Patient Chart Interface will be from the PCC Medications module.

Because data is being pulled from two different sources, it is imperative that you review the information from both sources while reviewing the patient's information through the Patient Chart interface. Differences in patient information can occur due to differences in data entry and organization within each package.

Security Keys:

BPCTRX	Required for the Meds tab to appear on the Patient Chart Interface
BPCRXPMD	Required to change the date range on the PCC Medications screen
BPCRXPMP	Required to print the PCC Medications list
BPCRXPMR	Required to refresh the PCC Medications screen
BPCRXMP	Required for the Med Profile button to appear on the PCC Medications screen. Viking Medication users should not have the BPCRXMP security key assigned.
BPCRXMPD	Required to change the date range on the Med Profile screen
BPCRXMPP	Required to print the Med Profile screen
BPCRXMPR	Required to refresh the Med Profile screen

Click the Meds tab to display the PCC Medication Screen (Figure 26).

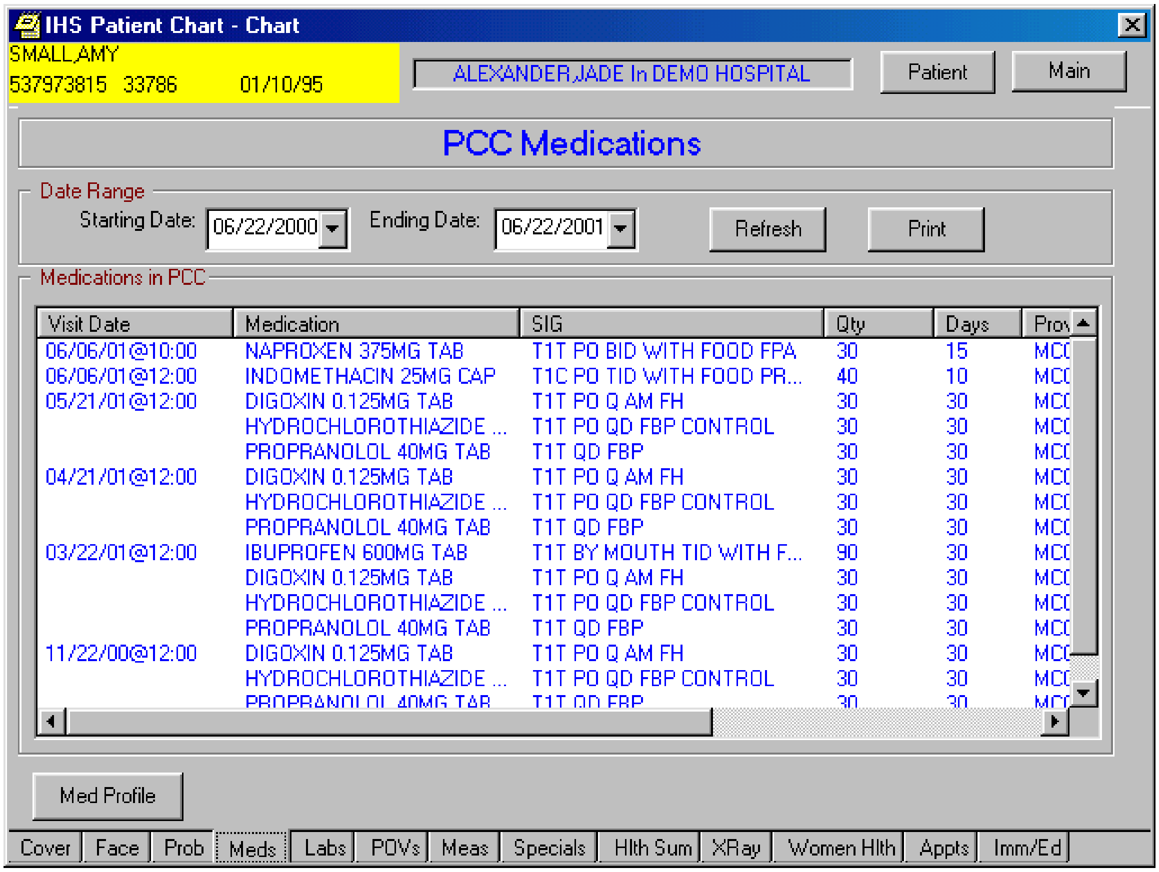


Figure 26: PCC Medications Screen

4.5.1 Using the PCC Medications Screen

4.5.1.1 Sorting the PCC Medications Screen Information

To sort the listings by **date**, set the desired date range by selecting your start and stop dates on the Starting Date and Ending Date drop-down calendars. After you have selected your dates, click the Refresh button at the top of the screen.

4.5.1.2 Printing the PCC Medications Screen

The PCC Medication Screen can be printed from the Patient Chart Program and the process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.5.2 Medication Profile Screen

If your facility uses the RPMS pharmacy package, your PCC Medications screen will include a Med Profile button in the lower left corner (as in Figure 26). Clicking this button allows you to see the chosen patient's med profile contained in the pharmacy package software. If your facility uses the Viking pharmacy package, the Med Profile button should not appear on your screen.

To view a patient's med profile, click the Med Profile button. The Medication Profile screen will appear (Figure 27).

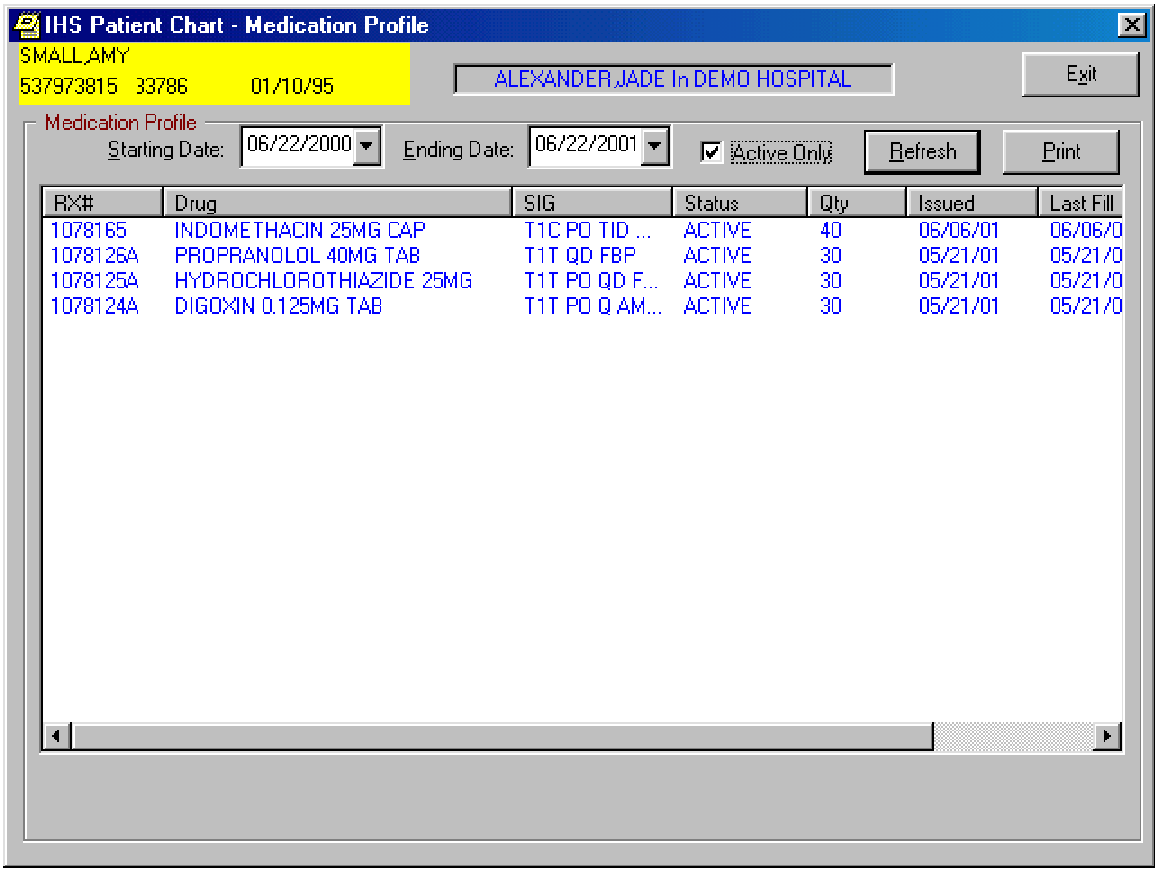


Figure 27: Medication Profile screen

4.5.2.1 Sorting the Medication Profile Screen Information

The information on the Medication Profile screen can be sorted and limited by a small group of variables.

To sort the listings by **date**, set your desired date range by selecting your start and stop dates on the Starting Date and Ending Date drop-down calendars. After you have selected your dates, click the Refresh button in the top right corner.

To sort the listings by **activity status**, click the Active Only check box to select it (checkmark will appear in the check box) or deselect it (checkmark will disappear from the check box). It is not necessary to click the Refresh button.

To sort by the **RX #**, **drug name**, **SIG**, **status**, **issued date**, or **last fill date**, click the corresponding header in the list box. The list will automatically shift based on the sort criteria so it is not necessary to click the Refresh button.

4.5.2.2 Printing the Medication Profile Screen

The Medication Profile Screen can be printed from the Patient Chart Program and the process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.6 The Labs Screen

The Labs screen allows users to view the results of a patient's lab tests from the PCC Laboratory module and the RPMS Laboratory Package. Because data is being pulled from two different sources, it is imperative that you consider the information from both sources when reviewing the patient's information through the Patient Chart interface. Differences in patient data can occur due to differences in data entry and organization within each package. Bpclil and bpclo keys should not be assigned.

Security Keys:

BPCTLR	Required for the Labs tab to appear on the Patient Chart Interface
BPCLIL	Required for the Interim Labs button to appear on the Labs screen. BPCLIL should not be assigned for sites that are not using the RPMS Laboratory package.
BPCLILC	Required to change the data range on the Interim Labs report. BPCLILC should not be assigned for sites that are not using the RPMS Laboratory package
BPCLILP	Required to print the Interim Labs report. BPCLILP should not be assigned for sites that are not using the RPMS Laboratory package
BPCLILR	Required to refresh the Interim Labs screen. BPCLILR should not be assigned for sites that are not using the RPMS Laboratory package
BPCLM	Required for the Microbiology button to appear on the Labs screen
BPCLO	Required for the Order Lab button to appear on the Labs screen. BPCLO should not be assigned for sites that are not using the RPMS Laboratory package
BPCLOCM	Required to enter comments when ordering a Lab. BPCLOM should not be assigned for sites that are not using the RPMS Laboratory package.
BPCLOLA	Required to select the Lab Accessioning option when ordering a lab. BPCLOLA should not be assigned for sites that are not using the RPMS Laboratory package.
BPCLOLC	Required to select a Lab collection option when ordering a Lab. BPCLOLC should not be assigned for sites that are not using the RPMS Laboratory package.
BPCLOLO	Required to specify the requesting location, priority, and ordering provider, when ordering a Lab. BPCLOLO should not be assigned for sites that are not using the RPMS Laboratory package.
BPCLOOO	Required to select a lab test that does not appear on the pick list when ordering labs (Other Orders). BPCLOOO should not be assigned for sites that are not using the RPMS Laboratory package.
BPCLOPO	Required to place and print a lab order. BPCLOPO should not be assigned for sites that are not using the RPMS Laboratory package
BPCLOSP	Required to select the Send Patient Collect option when ordering a lab. BPCLOSP should not be assigned for sites that are not using the RPMS Laboratory package

BPCLOWC	Required to select the Clinic or Ward Collect option when ordering a lab. BPCLOWC should not be assigned for sites that are not using the RPMS Laboratory package
BPCLP	Required to print the Lab results list for the selected date of service
BPCLT	Required for the Trends button to appear on the Labs screen
BPCLTE	Required to export the trend report information to the Excel program
BPCLTP	Required to print the trend report

Click the Labs tab to display the Labs screen (Figure 28).

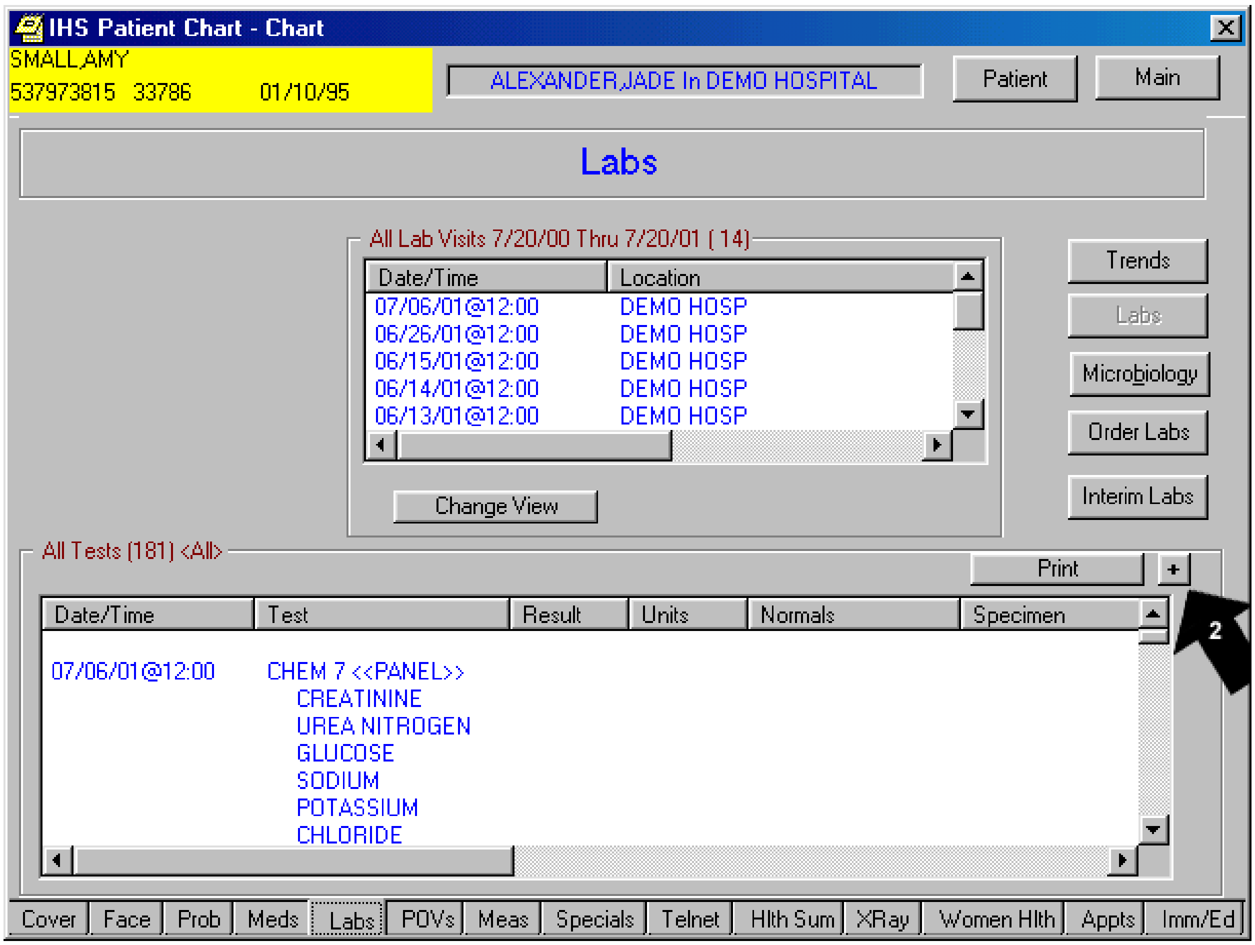


Figure 28: Labs Screen

4.6.1 View Lab Results for a Specific Date of Service

This Lab Results View **does not include** any microbiology lab tests completed on the selected date. For microbiology lab results, see section 4.6.4.

1. In the top list box, click on the date/ time of the lab results that you wish to review.

2. In the lower list box, the lab results will appear. If you wish to expand the lower list box to see more of the lab results without scrolling, click the + button on the right side of the screen. The expanded Labs screen will appear (Figure 29).

3. Lab results are displayed sorted by the panel name. The individual tests associated with the panel are displayed as subordinate to the panel name.

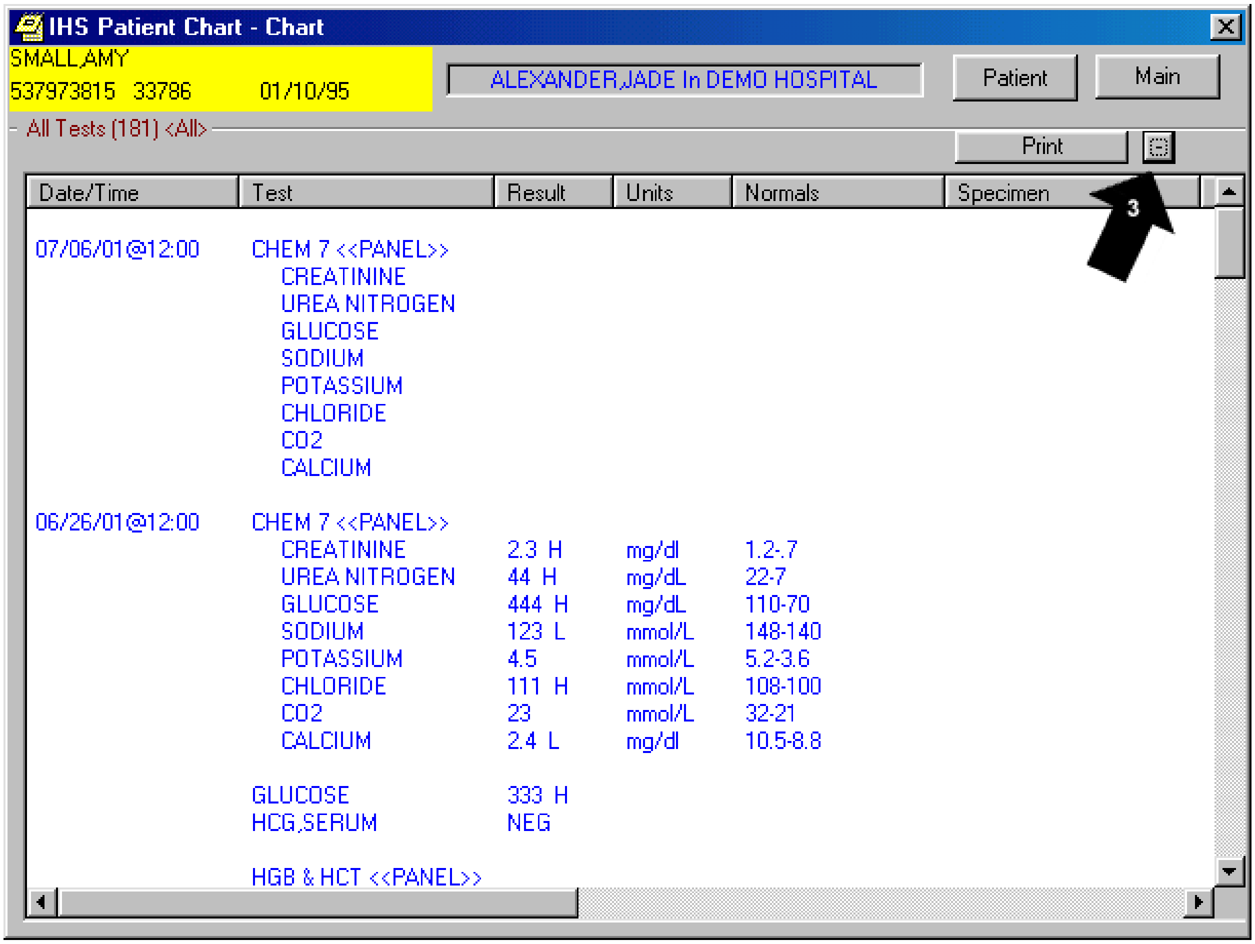


Figure 29: Expanded Labs Screen

4. If you wish to return to the regular Labs screen, collapse the lower list box by clicking on the – button in the upper right corner of the expanded Labs screen.

4.6.2 Print Lab Test Results

1. In the top list box, click on the date/ time of the lab results you wish to print.

2. In the lower list box, the lab results will appear. Click the Print button on the right side of the screen. The process is similar to printing from other Windows-based programs For more information, see section 2.6.1.

Note: You can also print from the expanded Lab screen by clicking the Print button in the top right corner of the screen.

4.6.3 Change View

The default date range is defined above the lab results list box. The lab dates listed in the list box all fall within the default date range. To change the date range of the lab result list:

1. Click the Change View button directly below the list box. A Change Visit View dialog box will appear (Figure 30).

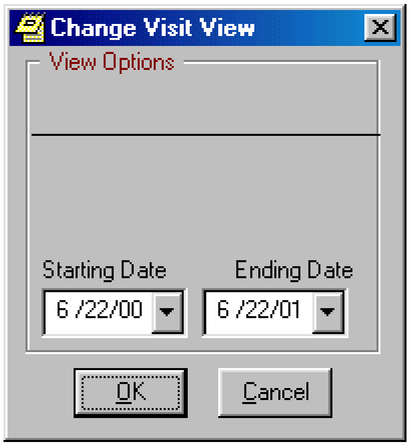


Figure 30: Change Visit View Dialog Box

2. Select the Starting Date and the Ending Date you wish to use for your new date range.

3. Click the OK button to accept the new date range and retrieve the appropriate Lab Result date list or click the Cancel button to return to the Labs screen without changing the date range.

4.6.4 Viewing Microbiology Results

The Microbiology Lab Results view shows only the results for the selected patient's microbiology tests. To view the patient's microbiology lab results, click on the date/time of a lab that included a microbiology lab test.

> **Note**: The Microbiology button (on the right side of the screen) will also indicate whether a microbiology test was done on the selected date. If the button remains grayed out, there were no microbiology tests for that test date. If microbiology tests were done on the selected date, the Microbiology button will activate.

In the lower list box, the microbiology lab results will appear. If you wish to expand the lower list box to see more of the lab results without scrolling, click the + button on the right side of the screen. The expanded Labs screen will appear (Figure 29). If you wish to return to the regular Microbiology screen, collapse the lower list box by clicking on the – button in the upper right corner of the expanded Microbiology screen. The microbiology report can also be printed by following the instructions in section 4.6.2.

4.6.5 Viewing the Interim Labs Report

The Interim Lab report is pulled directly from the RPMS laboratory package and will appear just as it does when accessed directly through the Lab package. This report contains all Lab results, including Microbiology, that have been entered into the Laboratory Package for the selected patient, regardless of provider. To view this report, click the Interim Labs button on the right side of the Labs screen. The Interim report will appear (Figure 31). If your site are not using the RPMS lab package, the Interim lab button should not appear.

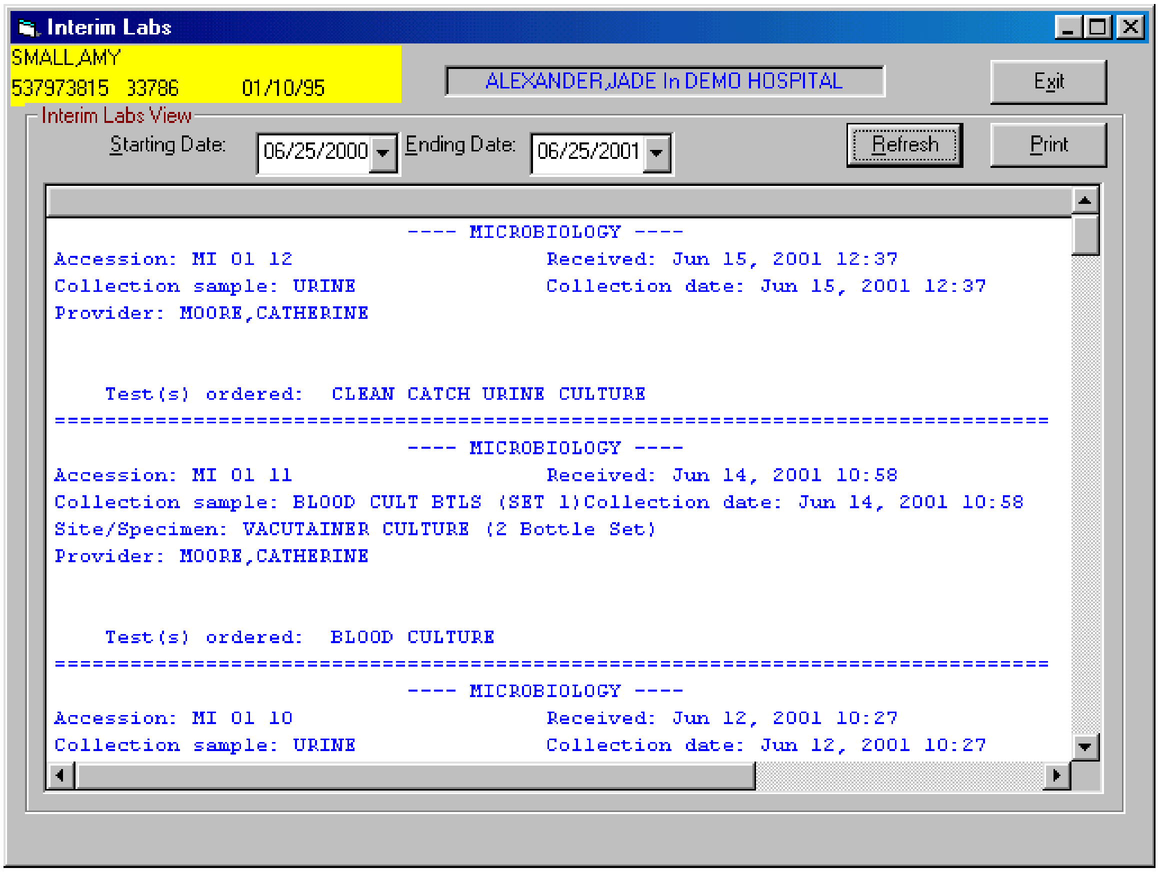


Figure 31: Interim Report Screen

4.6.5.1 Using the Interim Labs Report

1. **Sorting the Interim Labs Report**: The Interim report is organized by **date of lab test**, most recent first. All labs, including microbiology, are shown. This report can only be restricted by date range. To change the date range, select the start and end dates on the drop-down calendars and click the Refresh button once. This will load/reload the data that fits within the specified date range. To display the lab results sorted by **test name**, use the lab trend function (4.6.6).

2. **Printing the Interim Labs Report**: The Interim can be printed from this screen. Sort the screen by date range, if desired, and click the Print button in the upper right corner. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.6.6 Graphing Lab Trends

Click the Trends command button on the right side of the Labs screen to display the Lab Trends screen (Figure 32). This screen allows you to select, view, and graph specific lab results.

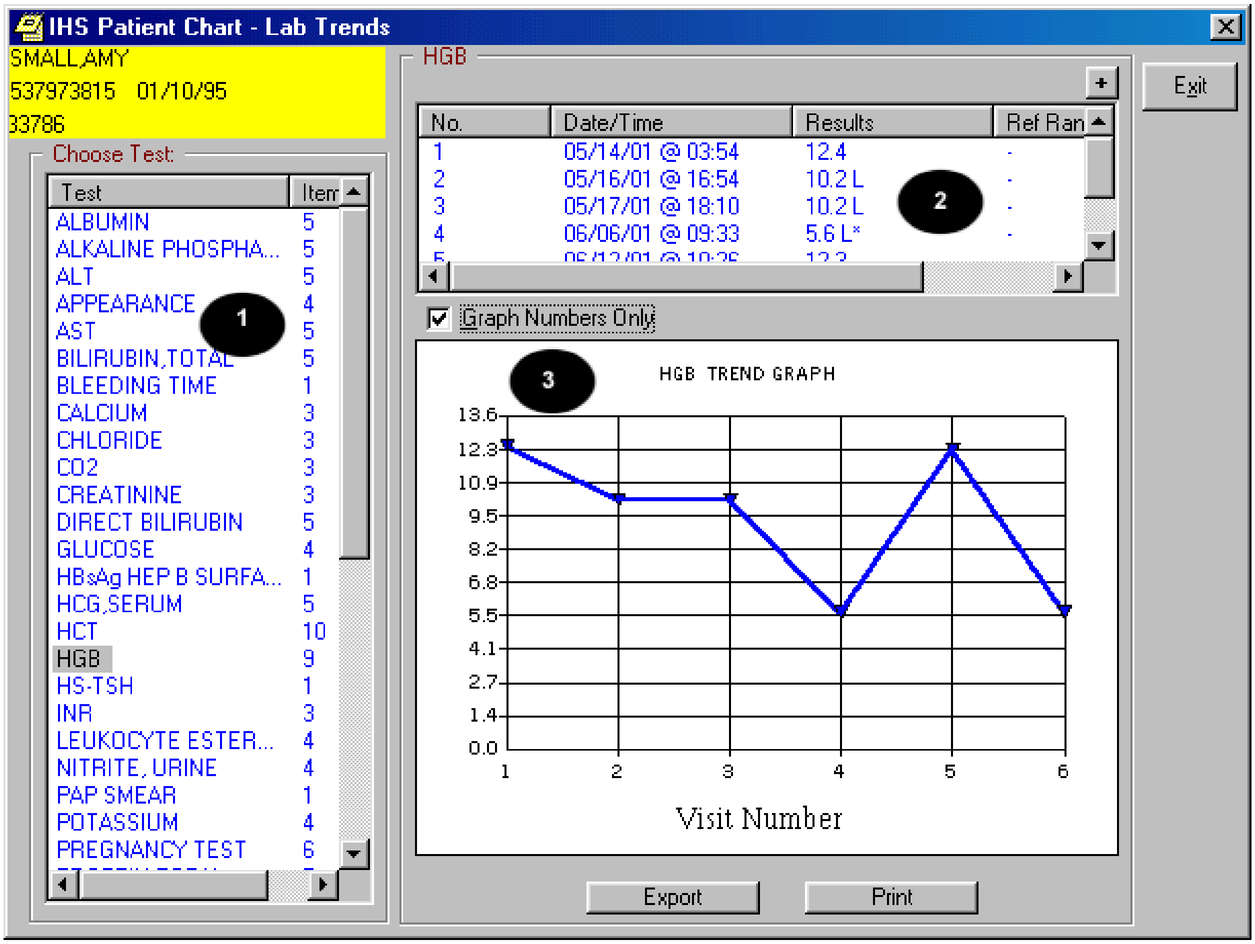


Figure 32: Lab Trends Screen

> **Note**: When the Lab Trends screen is open, a program called "Graphic Server" will appear and stay open on your computer taskbar. This is a necessary element of the Patient Chart graphing capability and cannot be closed.

There are three elements to the Lab Trends screen: the test list on the left side of the screen, the test detail list at the top of the screen, and the graph area in the center of the screen.

1. The Test List is simply a composite list of all the tests listed for the selected patient. Some of these tests, such as Pregnancy Test, cannot be graphed because of the nature of the results. In this case, it would be very difficult to graph yes/no results; the graph area appears empty when Pregnancy Test is selected.

2. The Test Detail list is a composite of the test results being graphed. If you have clicked the Graph Numbers Only radio button above the graph, the test detail list may condense to reflect the changes to the graph.

3. The Graph Area is where the trend report will appear if it can be graphed. Please be aware that the graph's x-axis is not time sensitive and will graph results in chronological order but equidistant from one another. For example, if a patient has three test results, one taken on January 1st, a second taken on May 1st, and a third taken on May 2nd, the distance between the first and second points (a 4-month separation) will appear the same length as the distance between the second and third points (a 1-day separation).

Because there are multiple ways of entering lab test results, particularly between the PCC and legacy packages, the units and specimen types and results will frequently be inconsistent. For that reason, there is a Graph Numbers Only radio button on the trend report that removes the non-numeric data. This allows you to make the data more consistent and allows the Patient Chart Program to chart the results.

To see a graph of a particular test, click the test name once in the test list. If the test results do not appear in the graph area, click the Graph Numbers Only radio button between the test detail list and the graph area. If the data can be graphed, the trend report will appear in the Graph Area.

Tip: If a test is not displayed in the choose test column but has been requested, there is no record of that test in PCC. The lack of a test results indicates that the test was not ordered and/or completed, assisting providers in tracking orphan test orders.

4.6.7 Exporting Lab Trends

The Patient Chart Program allows you to automatically export your lab trend data to Microsoft Excel for use in other documents. While the Patient Chart program doesn't automatically export the graph itself, a new graph of the data can be created through the Excel program. (See your Excel user's guide for information on creating graphs from Excel spreadsheets.)

To export Patient Chart Trend Data to Excel:
Once you have created the graph you wish to export (section 4.6.6), click the Export button beneath the graph.

If you have Excel on your computer, it will automatically open and the data will be imported from the Patient Chart program into a new spreadsheet (Figure 33).

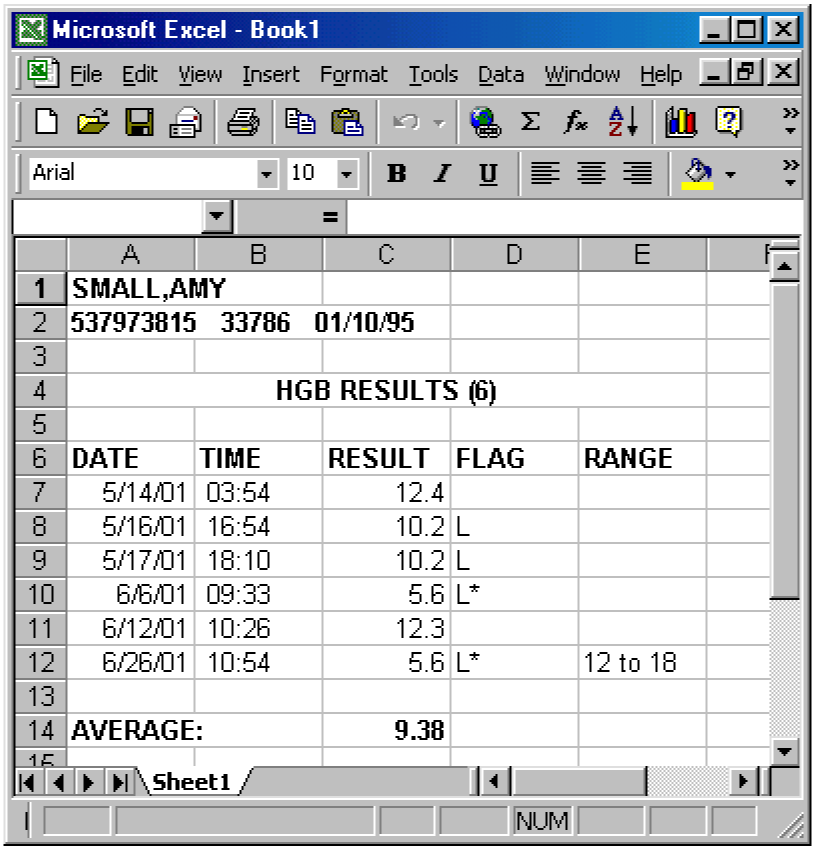


Figure 33: Sample Exported Lab Trends

You must use the Save function in Excel (File → Save) if you wish to save the trend data in the Excel environment; the Patient Chart Program does not automatically save the data when it exports. If you want to use the data in the Excel format later but do not save through Excel, you will have to export the data from the Patient Chart program again.

> **Note:** Please remember that the data in the Patient Chart program (and that which is exported to Excel) is confidential patient information and should be guarded as such. Please follow your established privacy standards when saving and using exported data.

4.6.8 Printing Lab Trend Graph

Once you have created the graph you wish to print (section 4.6.6), click the Print button beneath the graph. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

The final printout will look something like Figure 34.

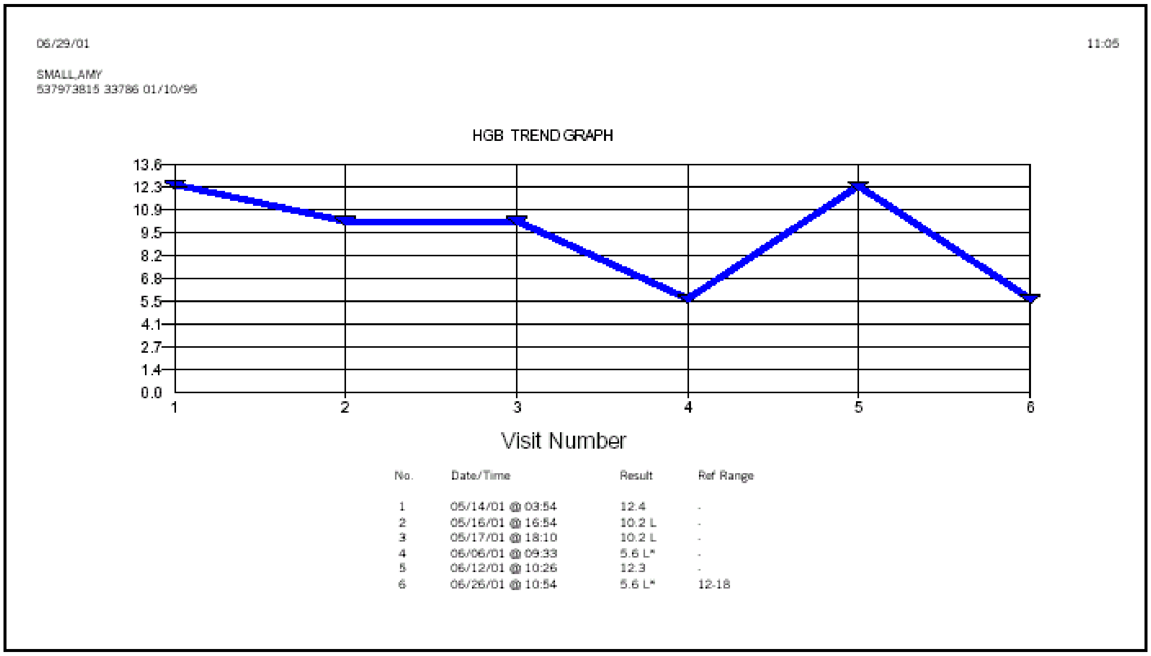


Figure 34: Lab Trends Print Out

4.6.9 Order Labs

On the right side of the Patient Chart Labs screen, there is a column of on-screen buttons. If you have the proper security keys, one of those buttons is Order Labs.

1. Click the Order Labs button. If your site does not have a default pick list for lab requests, an error box will appear (Figure 35).

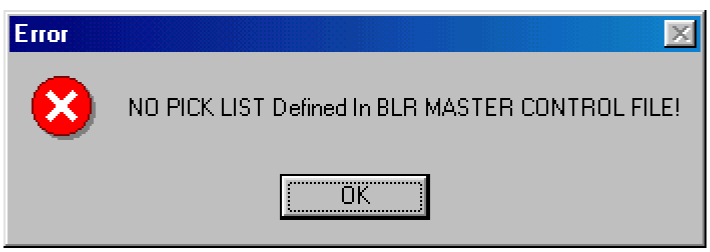


Figure 35: Default Pick List Error Dialog Box

This error will not prevent you from ordering lab tests. Click the OK button and the order Lab Tests screen will appear (Figure 36). If you wish to have a default pick list defined for your site, contact your site manager. Defining a default pick list will eliminate the error message and move you more quickly into the Order Labs screen.

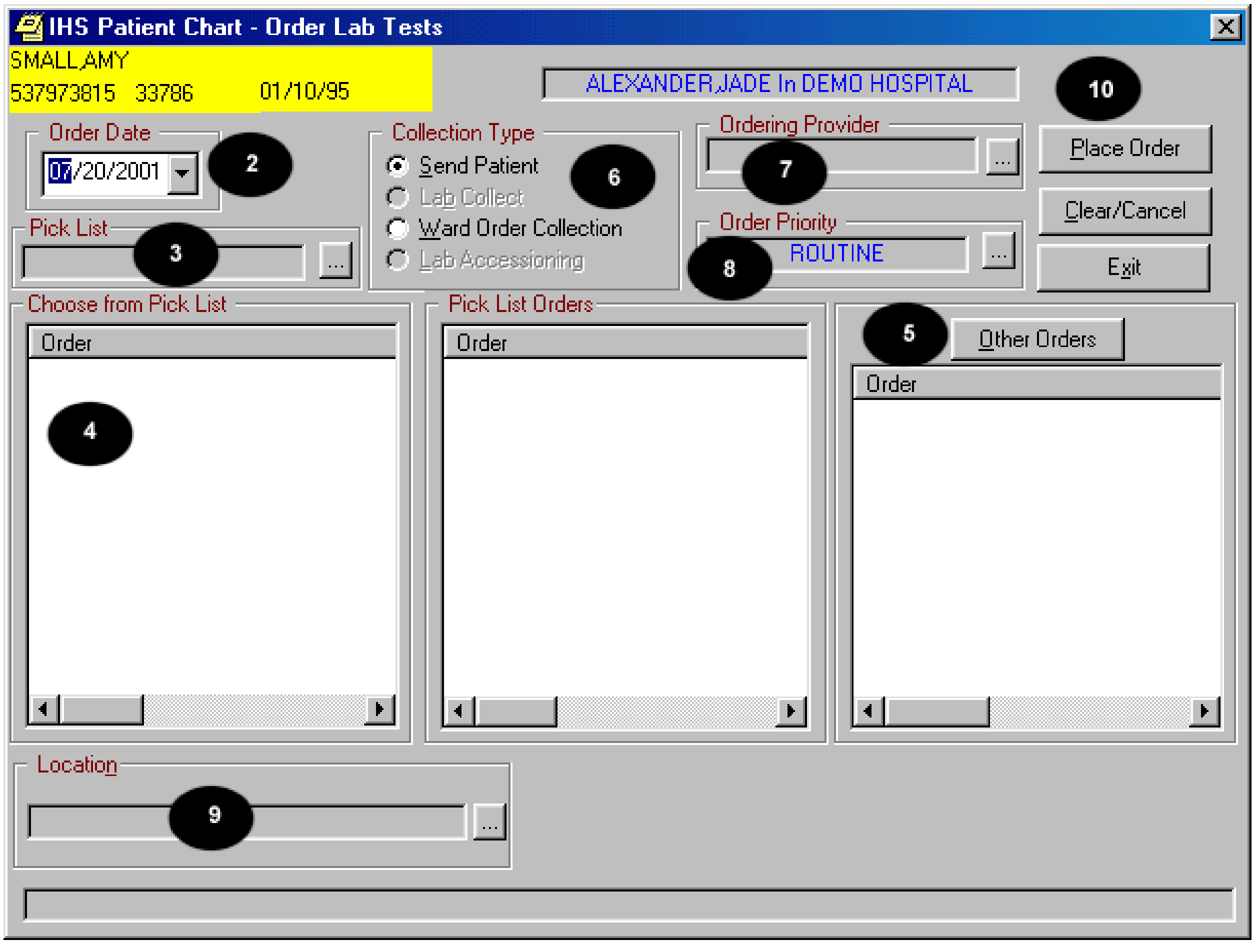


Figure 36: Order Lab Tests Screen

2. **Order Date** (*required*): In the upper left corner, the computer has entered a default ordering date (today's date). This field should contain the date you wish the lab to be ordered and can be set for days in the future. Ordering labs ahead of time is discouraged, however, and the default date (defined in the Laboratory Package) is usually the current date.

3. **Pick List**: If your site has a default pick list, it will appear in the Pick List text box. If your site does not have a default pick list, the Pick List text box will appear empty as it does in Figure 36. A pick list is simply a list that contains frequently ordered lab tests. You may also chose from pick lists other than the default. To change pick lists or select one to begin with, click the … button. The Pick List dialog box will appear (Figure 37).

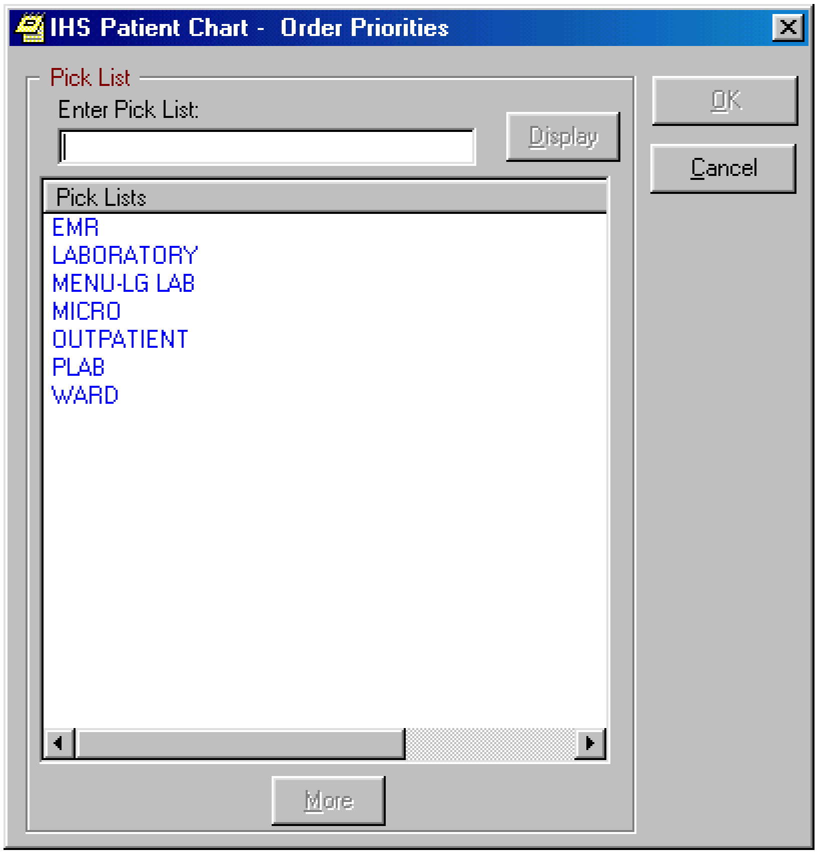


Figure 37: Lab Order Pick List Selection Dialog Box

The pick lists are defined in the Laboratory Package and are generally specific to the clinic location using the list. See your Lab manager for more details.

Click once on the name of the pick list that contains the lab you wish to order. Click the OK button. You will be returned to the Order labs screen (Figure 36). The name of the pick list that you selected will appear in the Pick List text box and the list of tests associated with that pick list box will appear in the Choose From Pick List Order list box.

4. **Lab Names** (*required*): Scroll down the list of test names to find the name of the lab you wish to order. Double click the name of the lab test or drag and drop it into the Pick List Orders list box (to the right of the Choose From Pick list box). This will select the lab test for ordering. Repeat step 3 and/or 4 until all the tests that you wish to order appear in the Pick List Orders list box.

5. **Other Orders** (*optional*): If you wish to order a lab test that you cannot find on the pick lists, you will need to use the Other Orders box. Click the Other Orders button to select additional lab tests. The Other Laboratory Orders dialog box will appear (Figure 38).

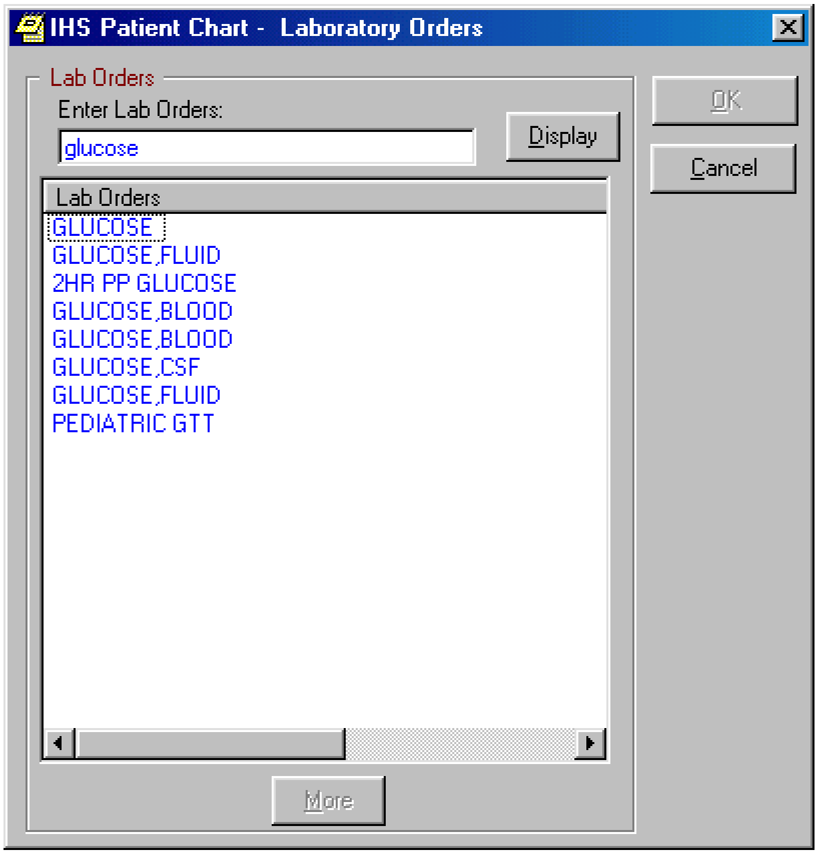


Figure 38: Other Laboratory Orders Dialog Box

Type the name of the Lab you are looking for in the Enter Lab Orders text box and click display (or press Enter). A list of matching lab orders will appear below the text box. If more than 50 lab orders match the name you typed, the More button on the bottom of the dialog box will be activated. Click once on the lab you wish to order and click the OK button. If you do not wish to add a lab order, click the Cancel button and you will be returned to the Add Order screen. Repeat step 5 until all the remaining tests that you wish to order appear in the Other Orders list box.

6. **Collection Type** (*required*): The program sets the Send Patient option as the default collection type and you will need to manually change it if that selection is incorrect. If you intend to collect the specimen in the clinic or ward rather than sending the patient to the lab for collection, click the radio button beside the Ward Order Collection option.

7. **Ordering Provider** (*required*): Type in the name of the ordering provider (in LASTNAME,FIRSTNAME format) or click the … button to view a Provider List dialog box. If you use the Provider List dialog box, click the Display button to get a full list of all providers or type a portion of the doctor's name in the text box. Click once on the provider you wish to select and click the OK button. The provider's name will appear in the Ordering Provider text box on the Order Labs screen.

8. **Order Priority** (*required*): The program automatically populates the Order Priority text box with the Routine default. If you need to change the order priority, click the … button. The Order Priority dialog box will appear (Figure 39).

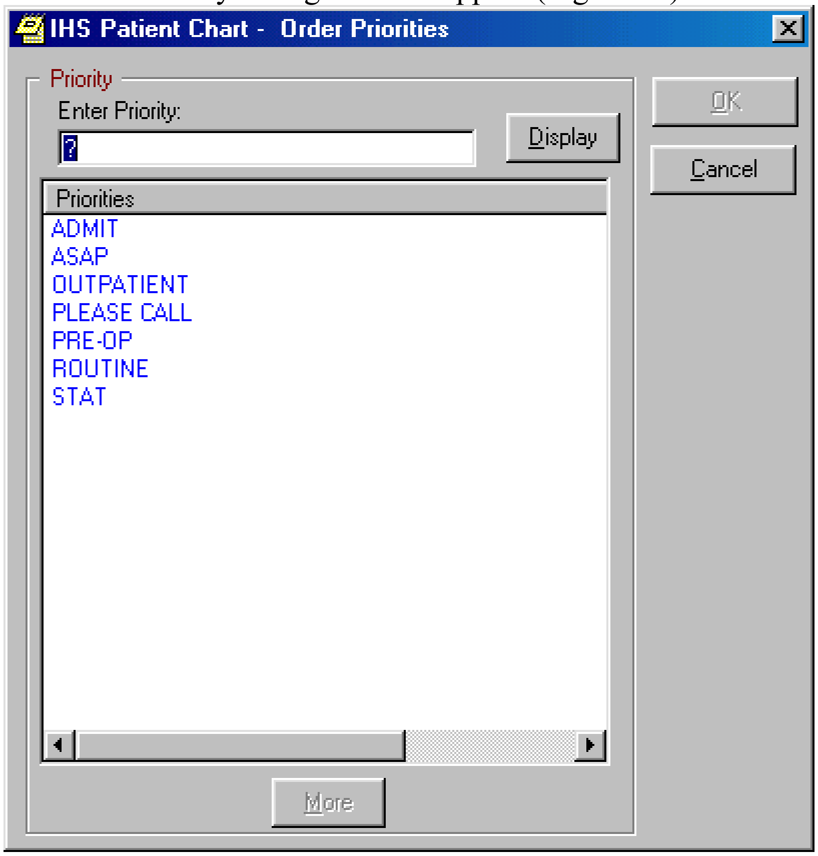


Figure 39: Order Priorities Dialog Box

Click the desired priority status once and click the OK button to select that status and return to the Order Lab screen. If you do not wish to change the order priority, click the Cancel button to return to the Order Lab screen.

9. **Location** (*required*): Before you can place a Lab Order you must specify the clinic or ward ordering location. To select a location, click the … button. The Hospital Location dialog box will appear (Figure 40). Click once on the Hospital Location Name and click the OK button.

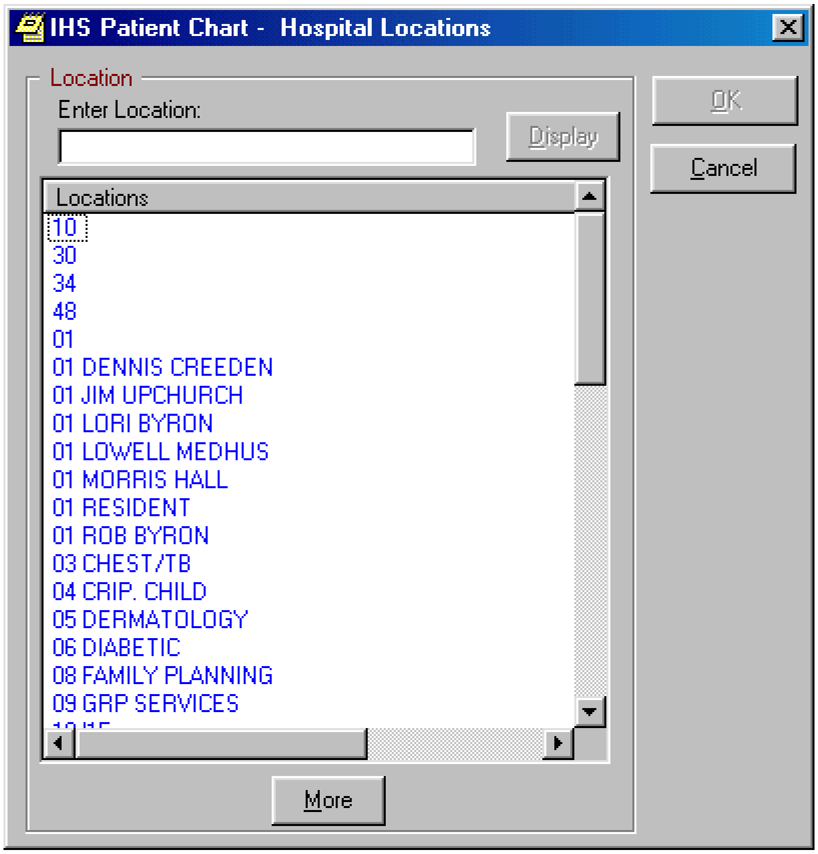


Figure 40: Hospital Locations Dialog Box

10. **Place Order**: Once you have filled in all of the fields, you can place the order. To do so, click the Place Order button. To return to the Labs screen without placing a lab order, click the Exit button. To clear the Order Lab screen and start over, click the Clear/Cancel button.

11. If you have not completed all of the required fields, an error message will appear (Figure 41). Click the OK button on the error message and fill in the field that the error message specified as incomplete. In Figure 36, this would be the location field. The required fields are indicated with a required notation following the field title in this section.

Figure 41: Required Field Error Message

12. **Print**: Once you have successfully placed a lab order, a Print button will appear in the upper right corner of the Add Order screen (Figure 42).

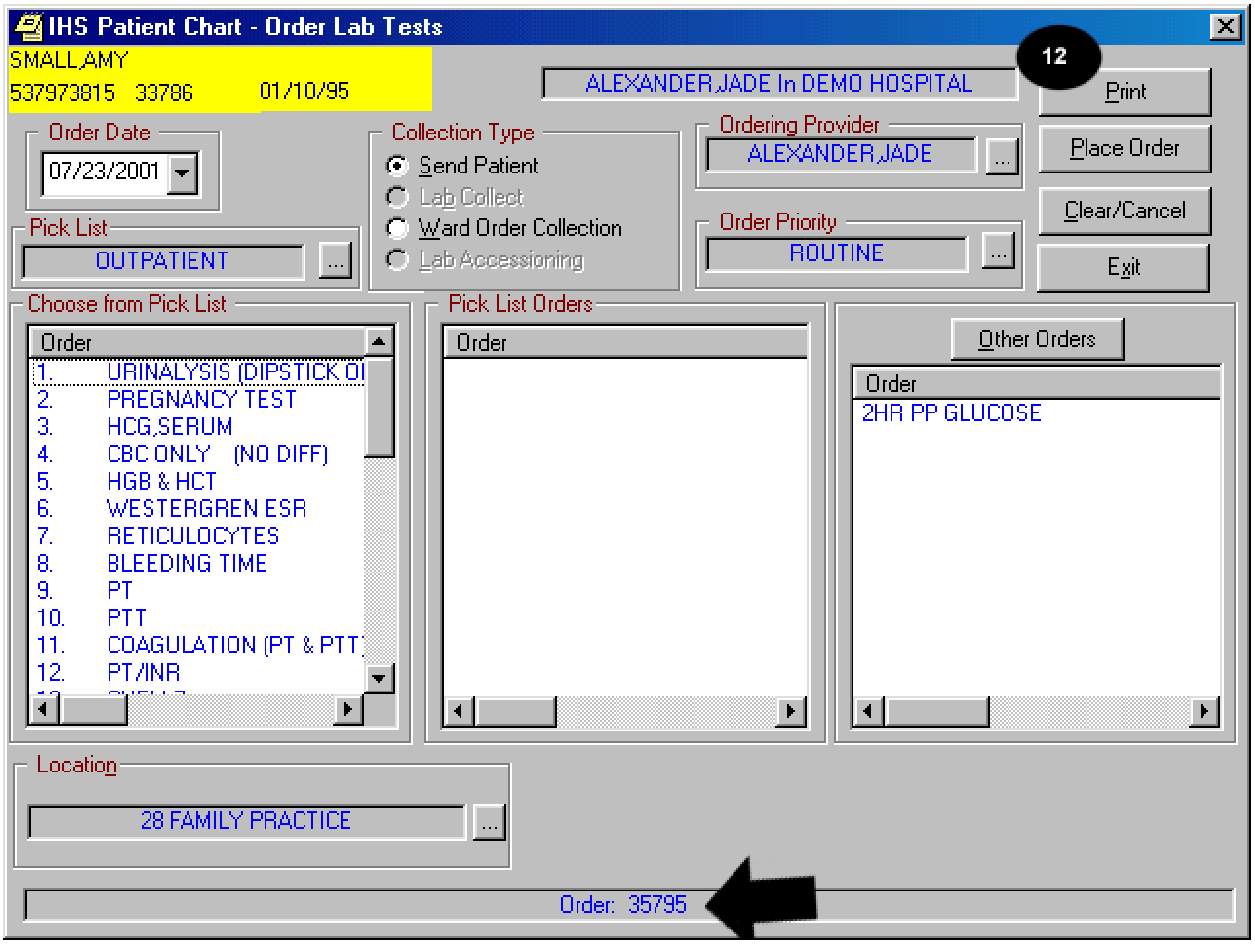


Figure 42: Lab Order Complete Screen

Click the Print button to print the Lab Order on your default printer for the patient. See Appendix B for an example Lab Order printout. The Order number will appear on the printout and on the very bottom of the screen, as shown in Figure 42. Until this number appears, the order has not been placed. Once you have printed the desired number of copies, click the Clear/ Cancel button to clear the Order Labs screen (to order another lab) or click the Exit button to return to the Labs screen.

Note: Once the Clear/Cancel button has been clicked, the Print button will disappear and the order cannot be reprinted.

4.7 The POVs Screen

The Purpose of Visit screen allows you to display and/ or print the Purpose of Visits that have been entered on the PCC Encounter Form and entered into the RPMS system.

Security Keys:

BPCTPV	Required for the POVs tab to appear on the Patient Chart Interface
BPCPVP	Required for the POV Print button to appear on the Patient Chart Interface

Click the POVs tab to display the POVs screen (Figure 43).

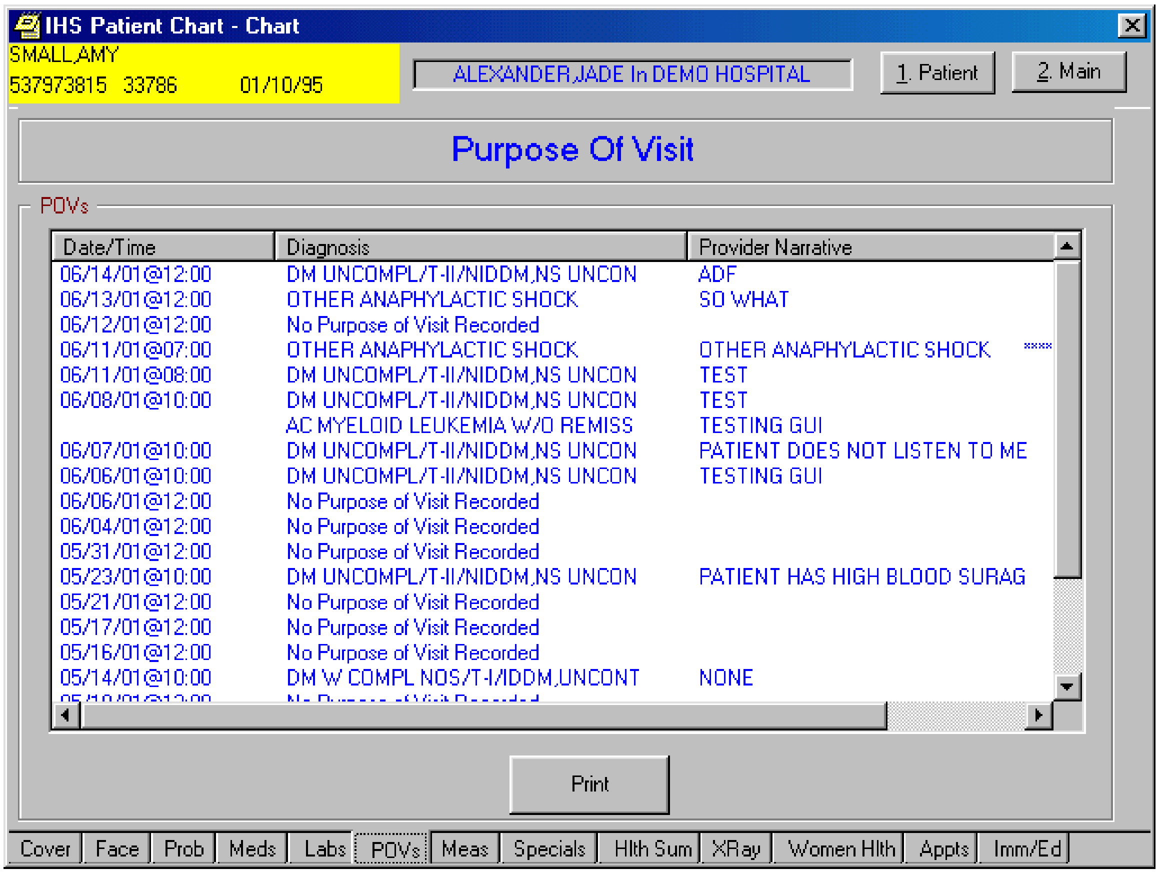


Figure 43: Purpose of Visit Screen

If the POV information continues beyond the bottom of the screen, the vertical scroll bar on the right side of the screen will be active (as in Figure 43). Click the up and down arrows on the scroll bar to move the screen and view the remaining portions of the report/ screen. Likewise, if the POV information continues beyond the right side of the screen, the horizontal scroll bar on the bottom of the screen will be active (as in Figure 43). Click the left and right arrows on the scroll bar to move the screen and view the remaining portions of the report/ screen.

4.7.1 Printing the Purpose of Visit Screen

The Purpose of Visit screen can be printed from the Patient Chart Program and the process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.8 The Measurements Screen

The data displayed on the Measurements screen is pulled from the PCC Encounter form after it has been entered into the computer by the data entry staff. Users can also add and make changes to that data through the Patient Chart Interface.

Security Keys:

BPCTMS	Required for the Measurements tab to appear on the Patient Chart Interface
BPCMSA	Required to add a measurement through the Patient Chart Interface
BPCMSE	Required to edit a measurement through the Patient Chart Interface
BPCMSG	Required to chart measurement trends through the Patient Chart Interface
BPCMSS	Required to save a new/ edited measurement through the Patient Chart Interface
BPCMSTP	Required to print a measurement graph

Click the Measurements tab to display the Measurements screen (Figure 44).

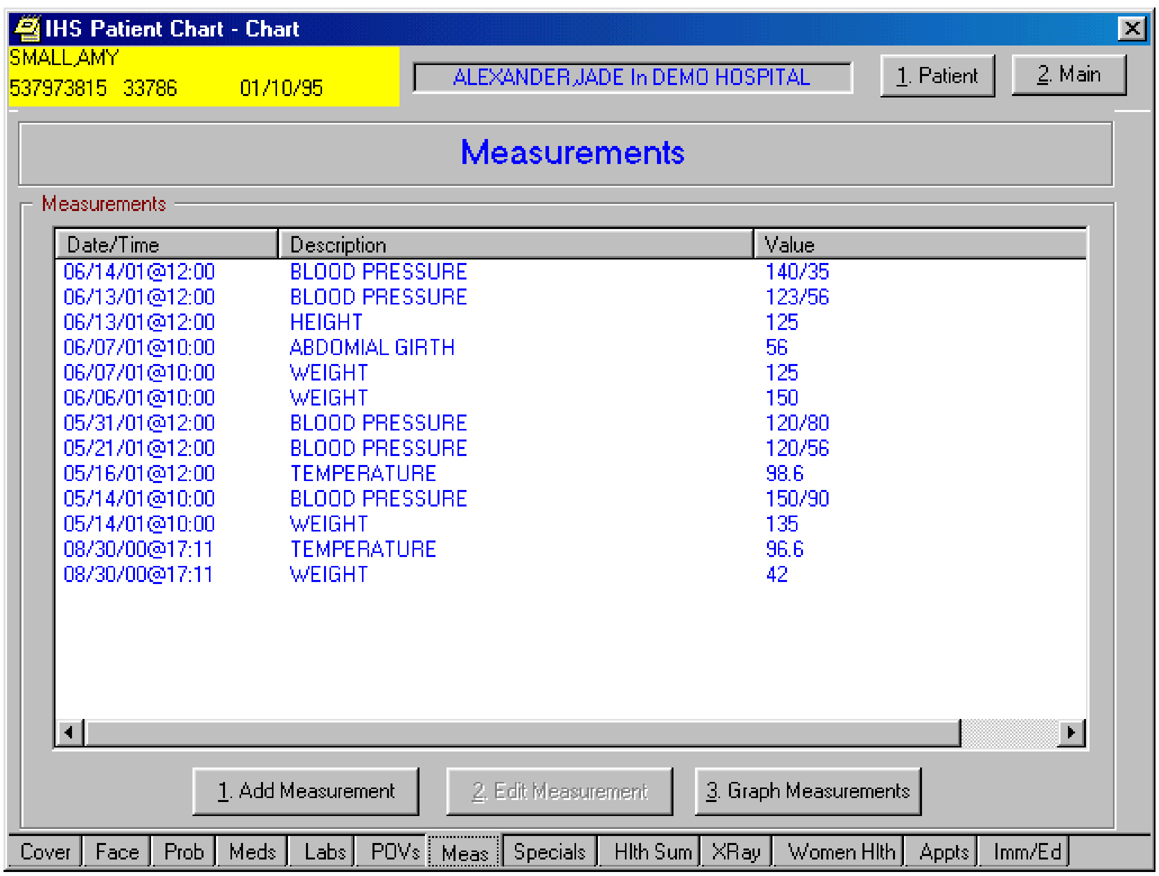


Figure 44: Measurements Screen

4.8.1 Adding a New Measurement

1. Click the Add Measurement button on the Measurements screen. The Add Measurement dialog box will appear (Figure 45).

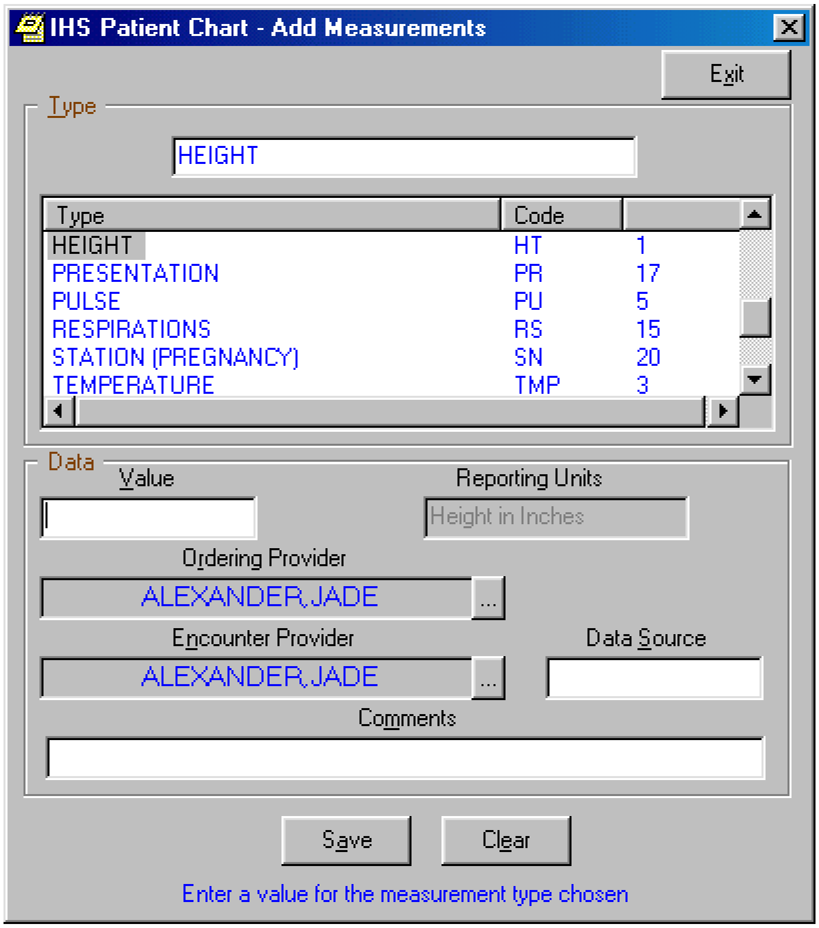


Figure 45: Add Measurements Dialog Box

2. Type the type of Measurement in the first text box. You can do this by directly typing the Measurement type into the text box or by double clicking the desired type name in the Measurement list box.

3. Type the Measurement Value. In Figure 45, the Value will be the patient's height in inches. The Reporting Units respective to the type of Measurement you are adding are site-determined and are not editable. They are based on the RPMS setting and are displayed to remind the user of the proper reporting units. If you require additional assistance when entering the Measurement value, type two question marks (??) in the field and click the save button or press the Return key. A help box will appear containing the acceptable range of answers and a description of the measurement. There is no check to determine the validity of the value entered and the user should be aware of the units of measure.

4. The Patient Chart program will automatically populate the Ordering Provider and Encountering Provider text boxes with the current user's name. If you wish to change either the ordering provider or the encounter provider, click the … button to the right of the respective text box. A Provider Selection dialog box will appear (Figure 46).

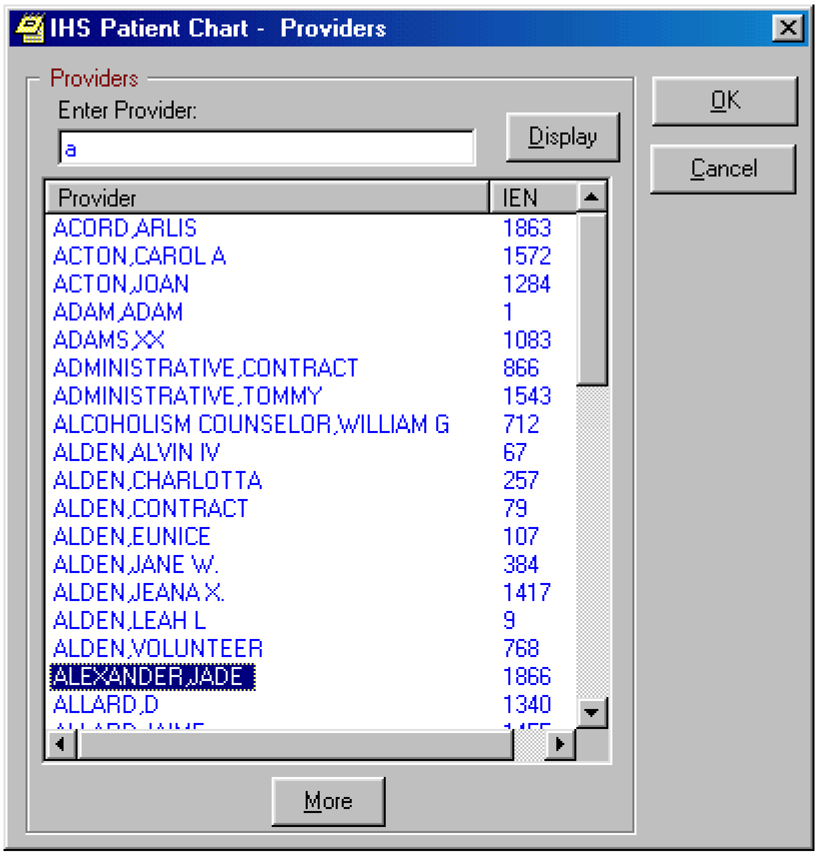


Figure 46: Provider Selection Dialog Box

Click once on the name of the provider that you wish to enter and click the OK button to add him/her to the Add Measurement dialog box. Click the Cancel button to return to the Add Measurement dialog box without changing the ordering or encountering provider.

5. If desired, type the data source in the Data Source text box. This information is optional.

6. If desired, type a comment associated with the measurement in the Comment text box.

7. Click the Save button to accept the measurement and add it to the Measurements screen or click the Clear button to clear the text boxes and selections on the Add Measurement dialog box. Click the Exit button to return to the Measurements screen without adding a new measurement.

8. Repeat steps 2 through 7 until all measurements have been added/saved. When you are finished adding new measurements, click the Exit button to return to the Measurements screen.

4.8.2 Edit an Existing Measurement

1. Click the Measurement date/time associated with the Measurement that you wish to modify on the Measurements screen.

2. Click the Edit Measurement button at the bottom of the screen. The Edit Measurement screen will appear. The Edit Measurement dialog box looks the same as the Add Measurement dialog box detailed in section 4.8.1 except that the Measurements list box is empty. All of the areas available when adding a measurement can be modified in the Edit Measurement dialog box. For details on specific areas, see the corresponding section in 4.8.1.

4.8.3 Graph Measurement Trends

To better utilize the data collected and viewed through the Measurements screen, you can also create trend graphs of many of the Measurement types through the Patient Chart Application.

1. Click the Graph Measurements button on the bottom of the Measurements screen. The Measurement Trends dialog box will appear (Figure 47) and a program called Graphics Server will appear on your Windows task bar.

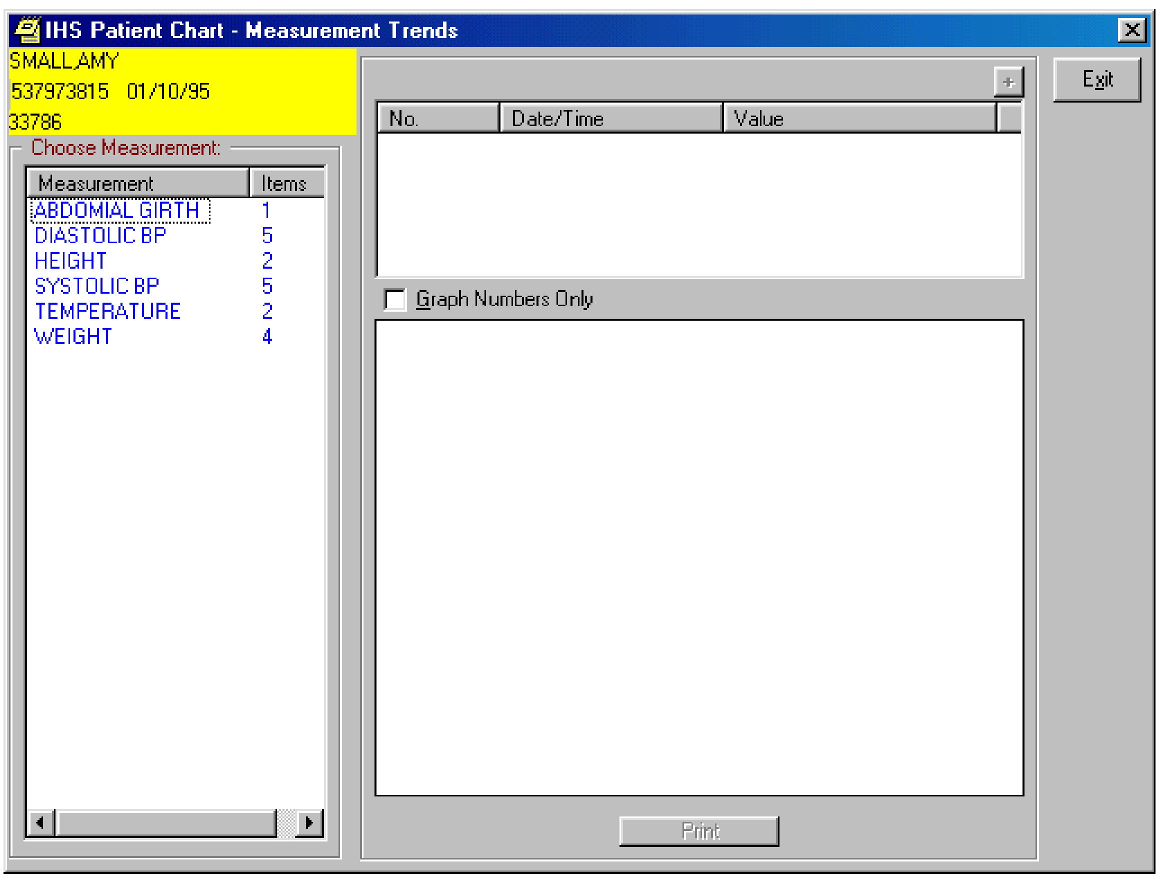


Figure 47: Measurement Trends Dialog Box

2. Click the Measurement type that you would like to graph in the text window on the far left side of the screen. The data being graphed and the graph itself will appear in the two text boxes on the right side of the screen (Figure 48).

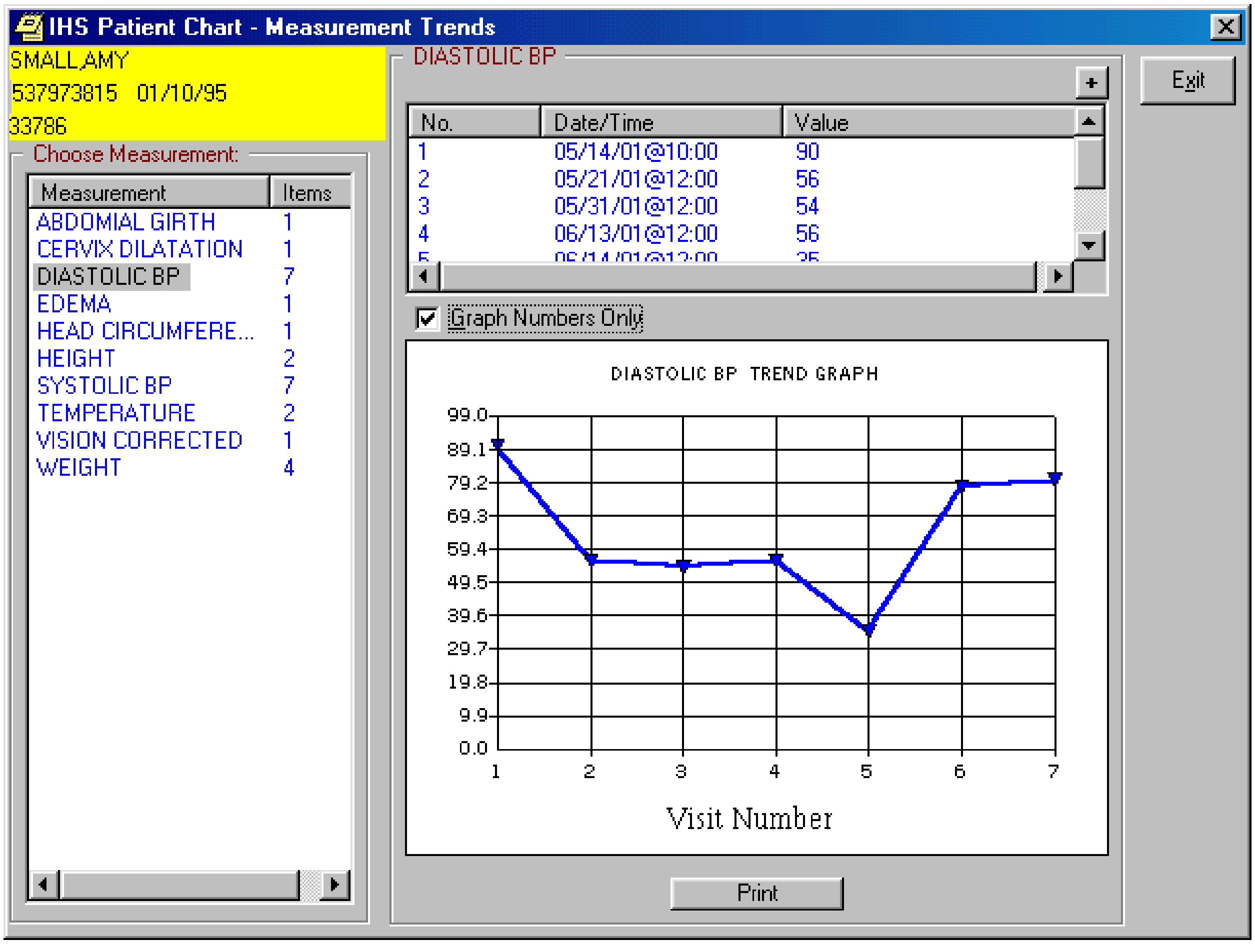


Figure 48: Measurement Trends Graph

3. If no graph appears, try clicking the Graph Numbers Only check box between the two windows on the right side of the screen. If still no graph appears, you may have selected a Measurement type that does not graph well (such as yes/no measurements) or a Measurement type with only 1 item in it, such as the Head Circumference measurement in Figure 48.

4.8.3.1 Printing A Measurement Trend Graph

Click the Print button located at the bottom of the Measurement Trends screen. The printing process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.9 The Specials Screen

The Specials screen allows users with the appropriate security keys to view and print a patient's Diabetes Patient Care Summary, Allergy Tracking information, Referred Care Information, and Troubleshooting options when applicable.

Security Keys:

BPCTSP	Required for the Specials tab to appear on the Patient Chart Interface
BPCSPP	Required to print the Allergy Tracking, Referred Care, or Diabetic Management displays.
BPCSPDA	Required for the Allergy Tracking button to appear on the Specials screen
BPCSPDS	Required for the Diabetes Patient Care Summary button to appear on the Specials screen
BPCSPRC	Required for the Referred Care Information System button to appear on the Specials screen
BPCSPTR	Required for the Trouble Shoot button to appear on the Specials screen
BPCSPTRP	Required to print the trouble shoot screen

Click the Specials tab to display the Specials screen (Figure 49).

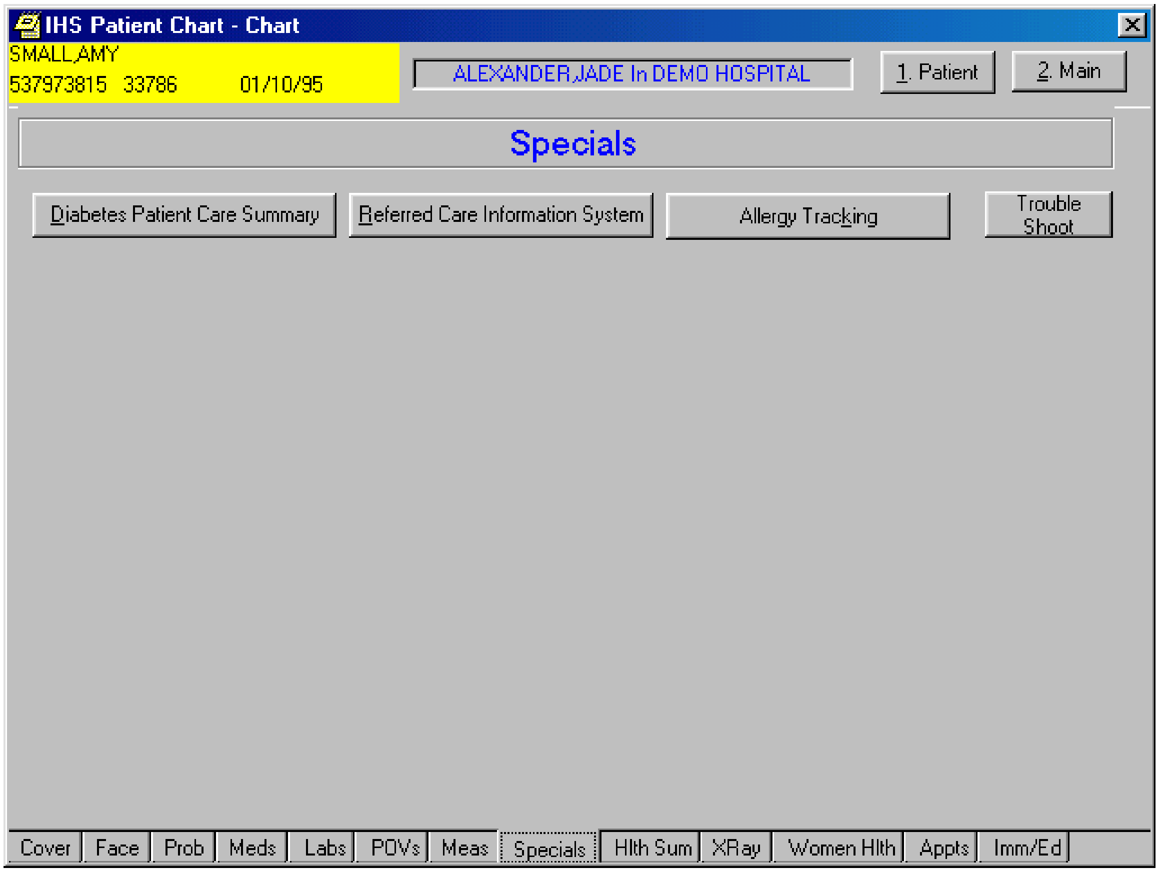


Figure 49: Specials Screen

4.9.1 Diabetes Care Summary

Click the Diabetes Patient Care Summary button on the Specials screen to review a summary of a patient's diabetes history of care (Figure 50). The summary data is drawn from the Diabetes Management RPMS package and the PCC encounter form after the data entry staff has entered it. This button will be grayed out and unavailable on the Specials screen if the patient you are viewing does not have diabetes or does not have any information in the RPMS Diabetes Management application.

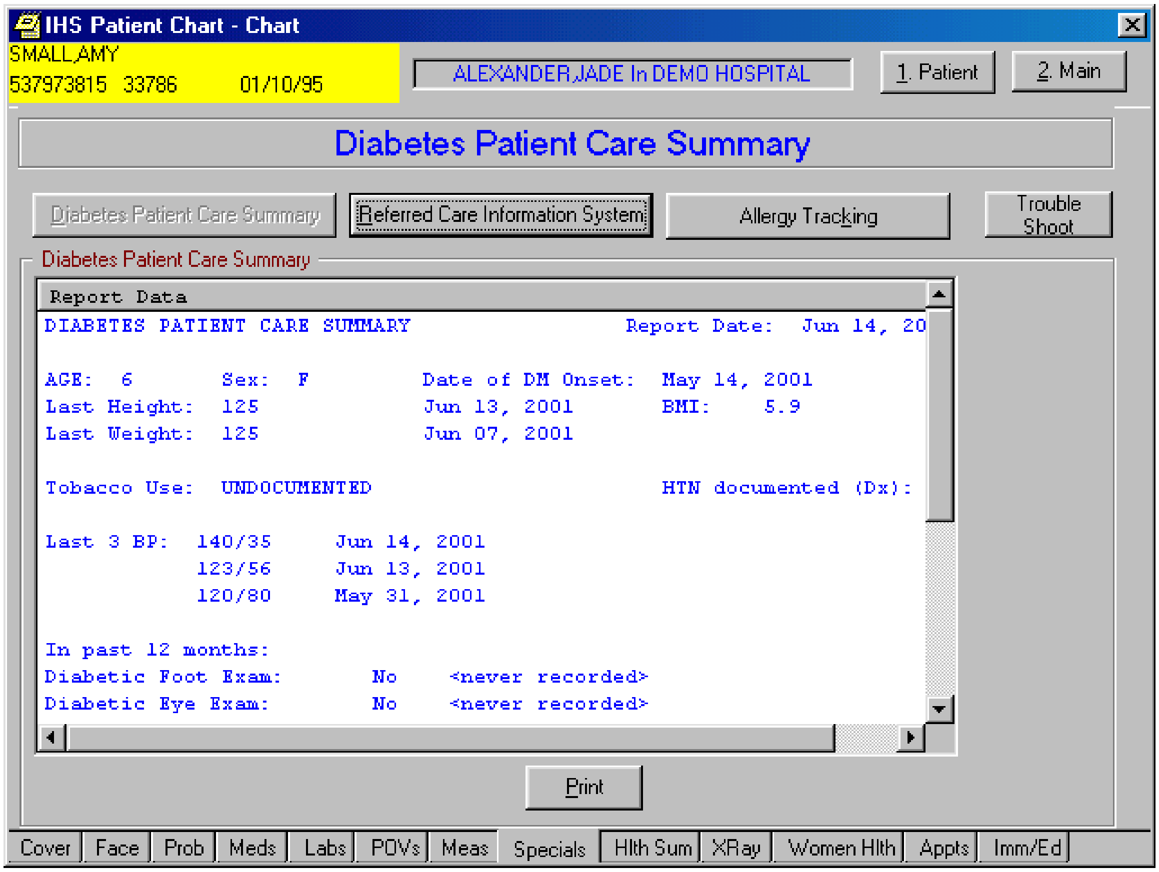


Figure 50: Diabetes Patient Care Summary

If the Diabetes Patient Care Summary information continues beyond the bottom or right side of the screen, the vertical and/or horizontal scroll bars on the right side and bottom of the screen, respectively, will be active (as in Figure 50). Click the up and down arrows on the vertical scroll bar or the left and right arrows on the horizontal scroll bar to move the screen and view the remaining portions of the report/ screen.

4.9.1.1 Printing the Diabetes Patient Care Summary

Click the Diabetes Patient Care Summary button on the Specials screen if you have not already done so. If you have, the button will appear grayed out and the top of the screen will read "Diabetes Patient Care Summary." Click the Print button located at the bottom of the Specials screen. The Patient Chart printing process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.9.2 Referred Care Information System

Click the Referred Care Information System button on the Specials screen to review a patient's current list of referrals for external care (Figure 51). The data is drawn from the Contract Health Systems RPMS package and the PCC encounter form after the data entry staff has entered it. If the patient does not have any referrals for in the system, the Referrals text box will state "No Referrals."

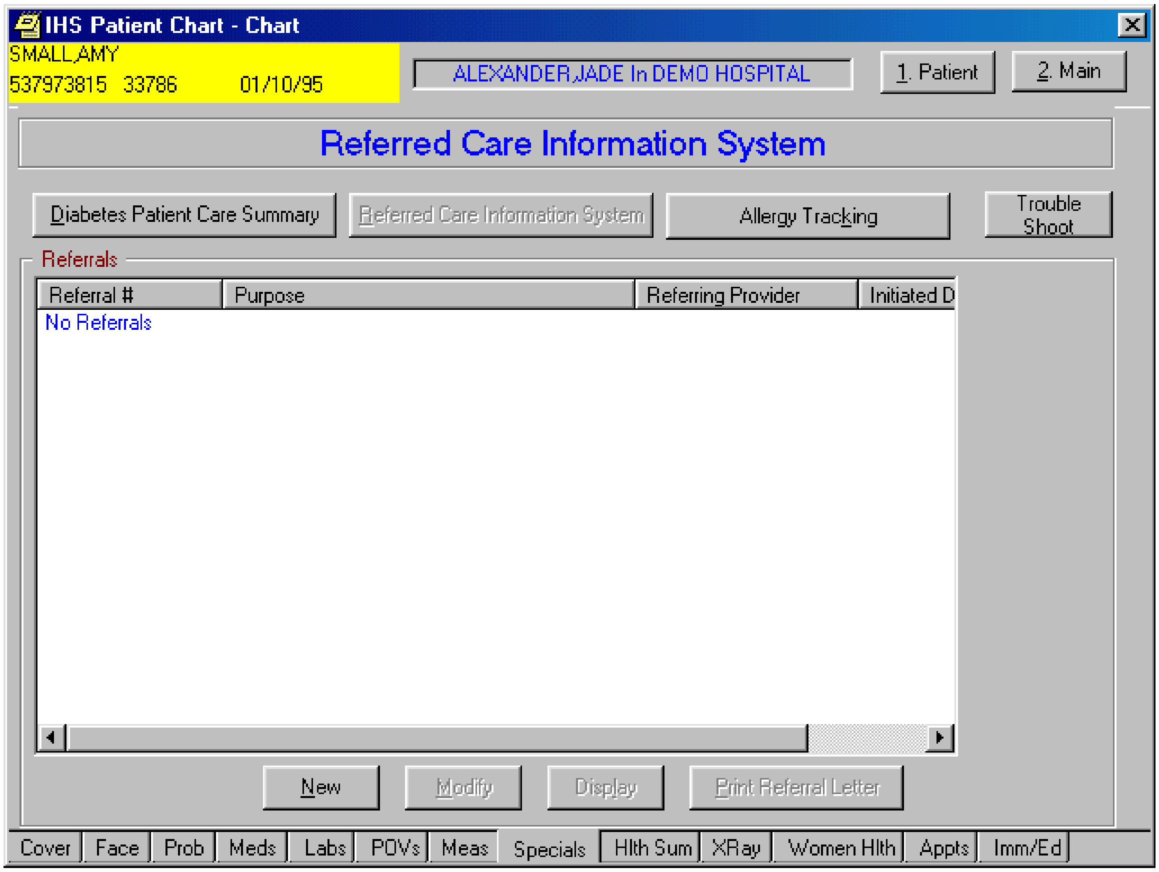


Figure 51: Referred Care Information System

4.9.2.1 Add a New Referral

1. To add a new referral for a patient, click the New button at the bottom of the Referred Care Information System screen. An Add Referral dialog box will appear (Figure 52).

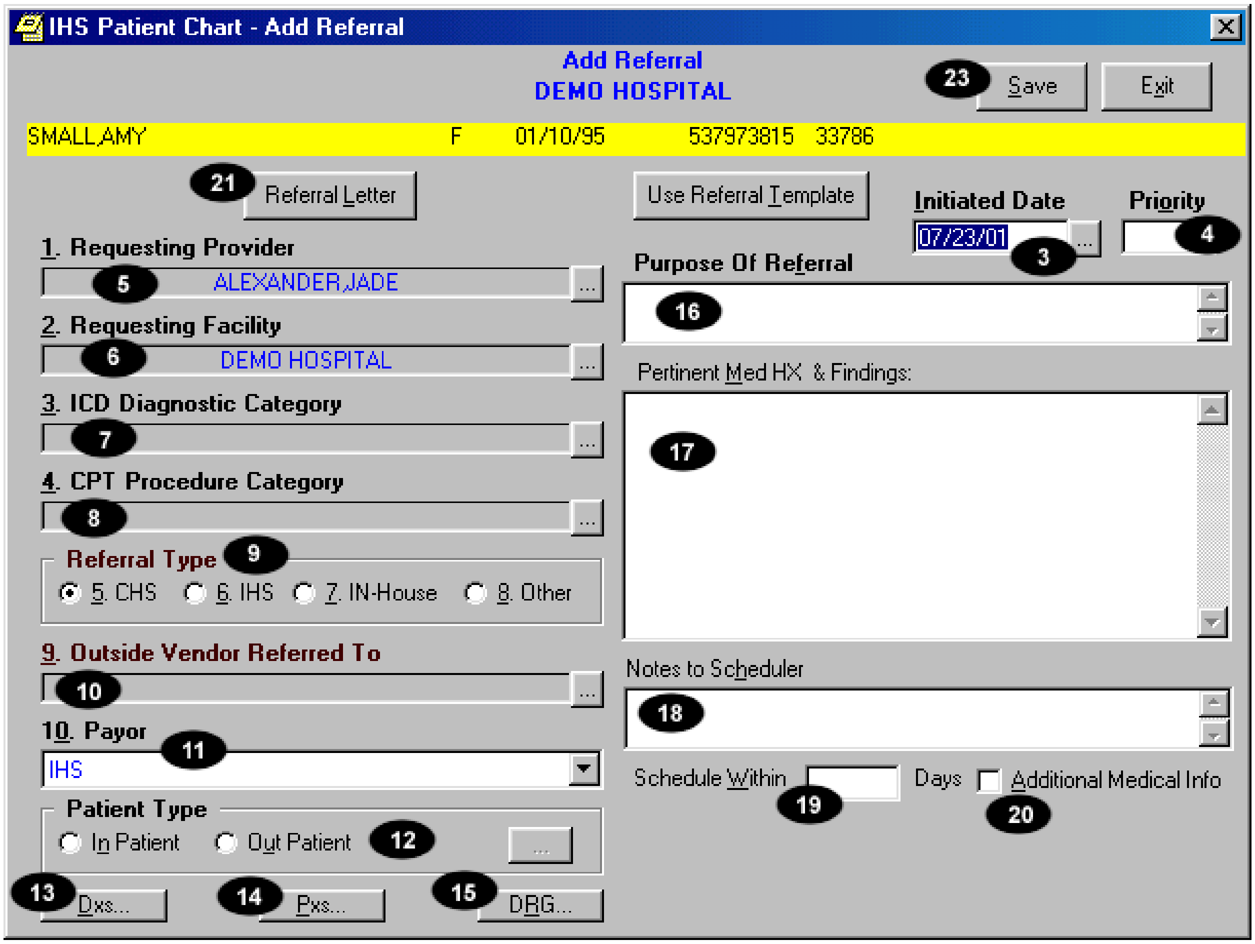


Figure 52: Add Referral Dialog Box

2. You have the option of creating a referral from scratch or using a referral template. The referral templates are site-specific and are drawn from the RCIS RPMS package. If you wish to use an existing referral template, go to section 4.9.2.2. If you wish to create a referral from scratch or if your site does not have any templates available, continue to step 3.

3. **Initiated Date** (*required*): On the top right side of the screen, there is a text field for the Initiated Date. This text box will default to the current date, but can be changed if necessary. To change the date, click the … button and click the date you wish to use from the drop-down calendar.

4. **Priority** (*required*): To the right of the Initiated Date text field is a Priority text field. Type a priority number in the text box.

5. **Ordering provider** (*required*): When you are creating a referral from scratch, the computer will automatically enter the provider name of the current user in the Ordering provider text box (Field 1). If you wish to change the provider name, either type the desired provider name (in LASTNAME,FIRSTNAME format) into the text box or click the … button for a Provider Selection dialog box.

6. **Requesting Facility** (*required*): When you are creating a referral, the computer will automatically enter the name of the facility the current user is logged into in the Requesting Facility text box on the left side of the screen (Field 2). If you wish to change the Facility, either type the desired facility name (in full) into the text box or click the … button for a Facility Selection dialog box.

7. **ICD Diagnostic Category** (*required*): Click the … button to select an ICD diagnostic category. The ICD Category Selection dialog box will appear (Figure 53).

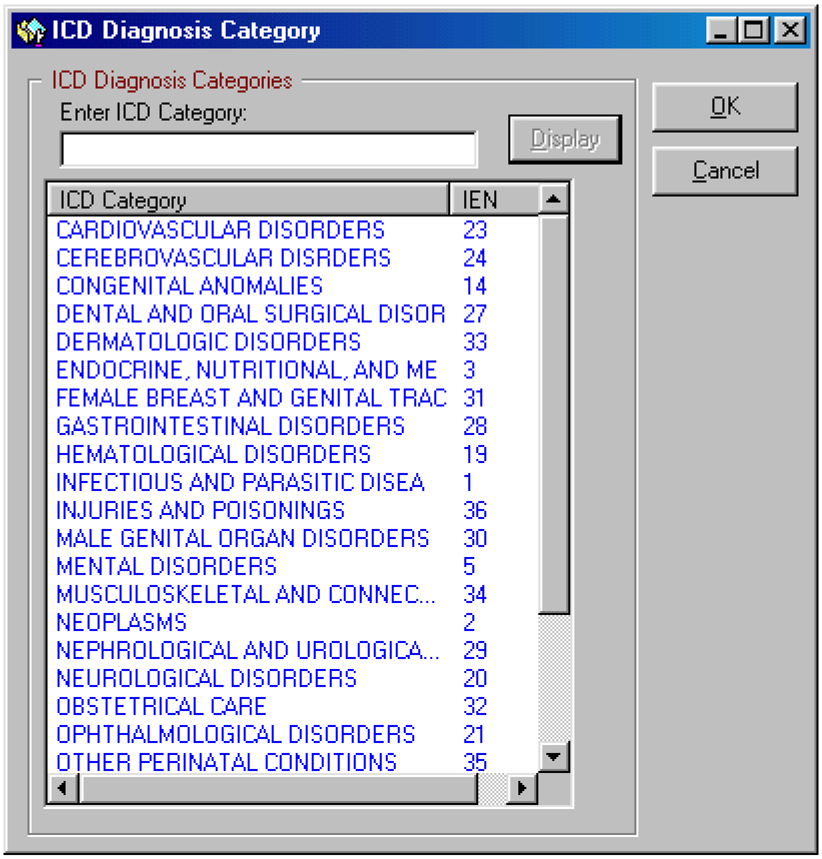


Figure 53: ICD Diagnostic Category Selection Dialog Box

Type the name of the ICD category that you wish to select. You may type any portion of the ICD category name (or a ? to get a complete list) and click the Display button to display a list of matching categories to choose from.

If you typed the complete name of the category and clicked Display, the category information will automatically be loaded into the Add Referral screen. If you typed a portion of the category name (or a ?) and clicked Display, a list of categories will be loaded into the ICD Category/ IEN text box on the ICD Diagnostic Category Selection dialog box. Select a category by clicking its name once and clicking the OK button or double clicking the category name. The category information will be automatically loaded into the Add Referral screen.

8. **CPT Procedure Category** (*required*): Click the … button to select a CPT procedure category. The CPT Category Selection dialog box will appear (Figure 54).

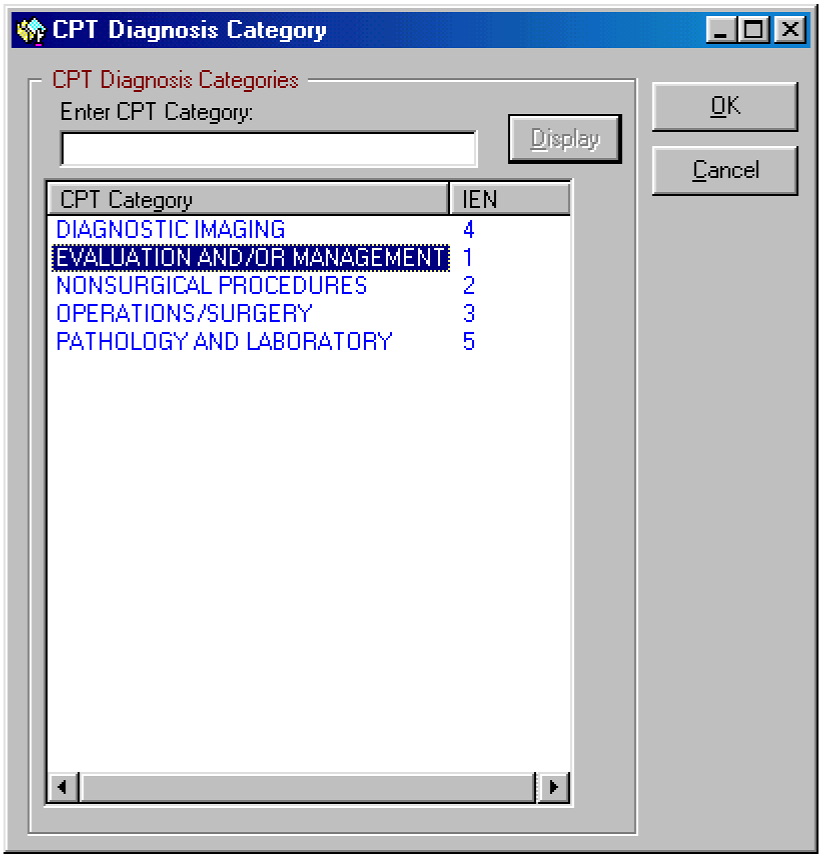


Figure 54: CPT Procedure Category Dialog Box

Type the name of the CPT category that you wish to select. You may type any portion of the CPT category name (or a ? to get a complete list) and click the Display button to display a list of matching categories to choose from. Select a category by clicking its name once and clicking the OK button. The category information will be automatically loaded into the Add Referral screen (Figure 55).

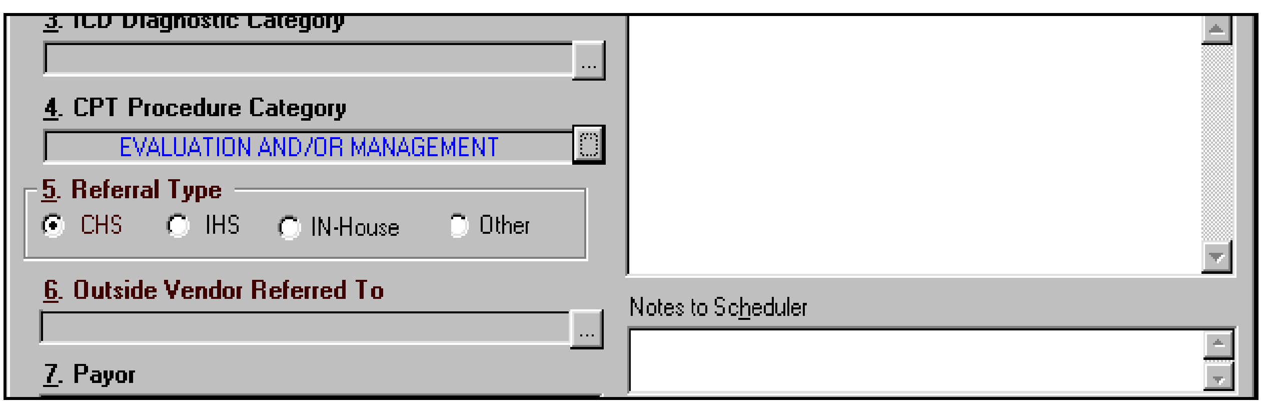


Figure 55: Add Referral Screen Detail of Added CPT Procedure Category

9. **Referral Type** (*required*): In this field, you will select the type of referral you wish to add. There are four options, and each is outlined here.

CHS

The CHS option is the default selection. To add specifics to your CHS referral type selection, click the radio button to the left of CHS. A Primary Vendors/ Other Providers dialog box will appear (Figure 56).

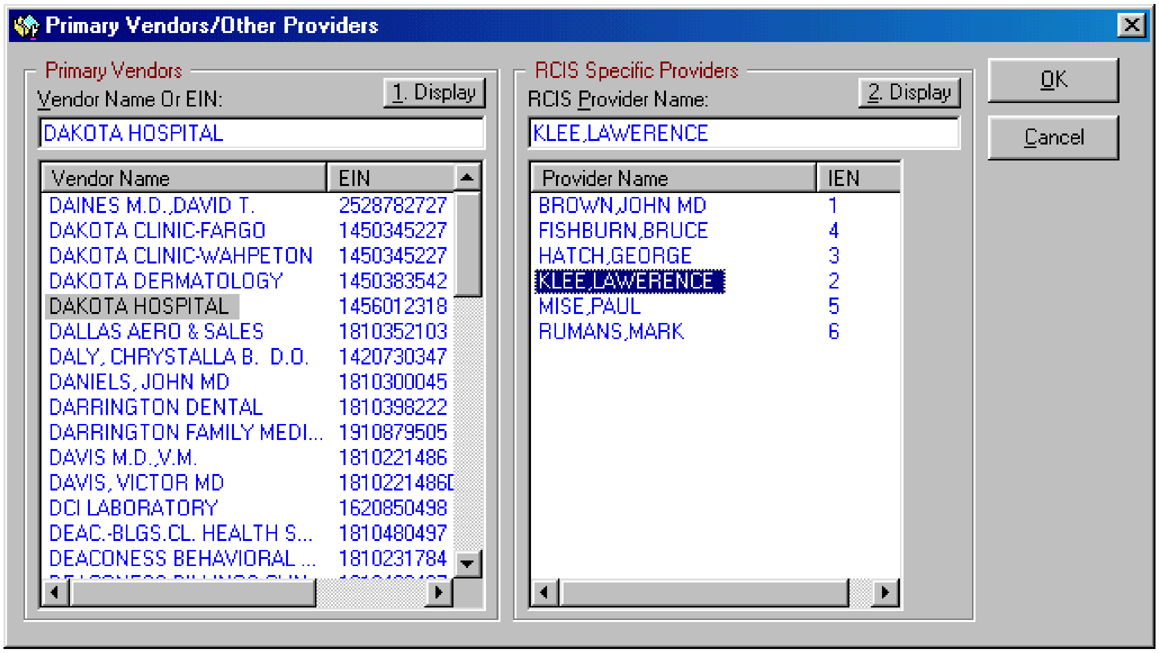


Figure 56: Primary Vendors/ Other Providers Dialog Box

Type the name of the vendor and/or RCIS provider that you wish to select. You may type any portion of the vendor or RCIS provider name (or a ? to get a complete list) and click the Display button to display a list of matching names to choose from. Select a vendor and/or provider by clicking a name once and clicking the OK button. (If you are choosing a vendor and a provider, select both names before clicking the OK button). The vendor/ provider name(s) will be automatically loaded into the Add Referral screen and displayed in the Outside Vendor Referred To text box (field 9).

IHS REFERRAL

If you are creating an IHS referral, click the IHS option in the Referral type selection box on the Add Referral screen. A Send To Other Facility dialog box will appear (Figure 57).

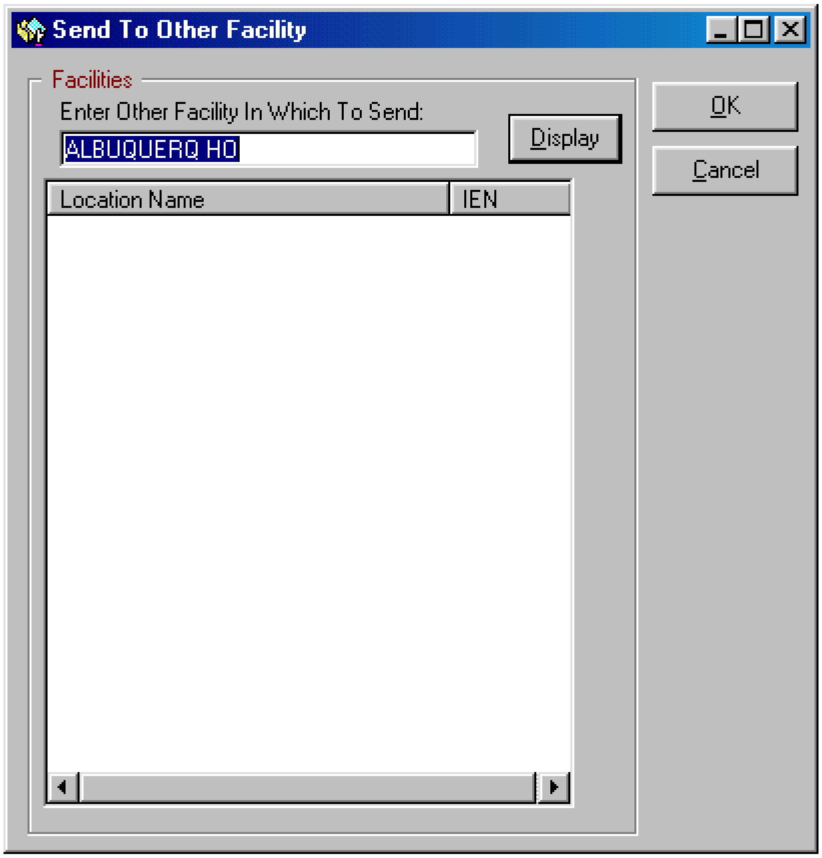


Figure 57: Send to Other Facility Dialog Box

Type the name of the facility that you wish to select. You may type any portion of the facility name (or a ? to get a complete list) and click the Display button to display a list of matching facilities to choose from. Select a facility by clicking its name once and clicking the OK button. The facility name will be automatically loaded into the Add Referral screen and displayed in the Outside Vendor Referred To text box (field 9).

IN-HOUSE CLINIC

If you are creating a referral to an In-House clinic, select the In-House option in the Referral Type box on the screen. A Clinic Referred To dialog box will appear (Figure 58).

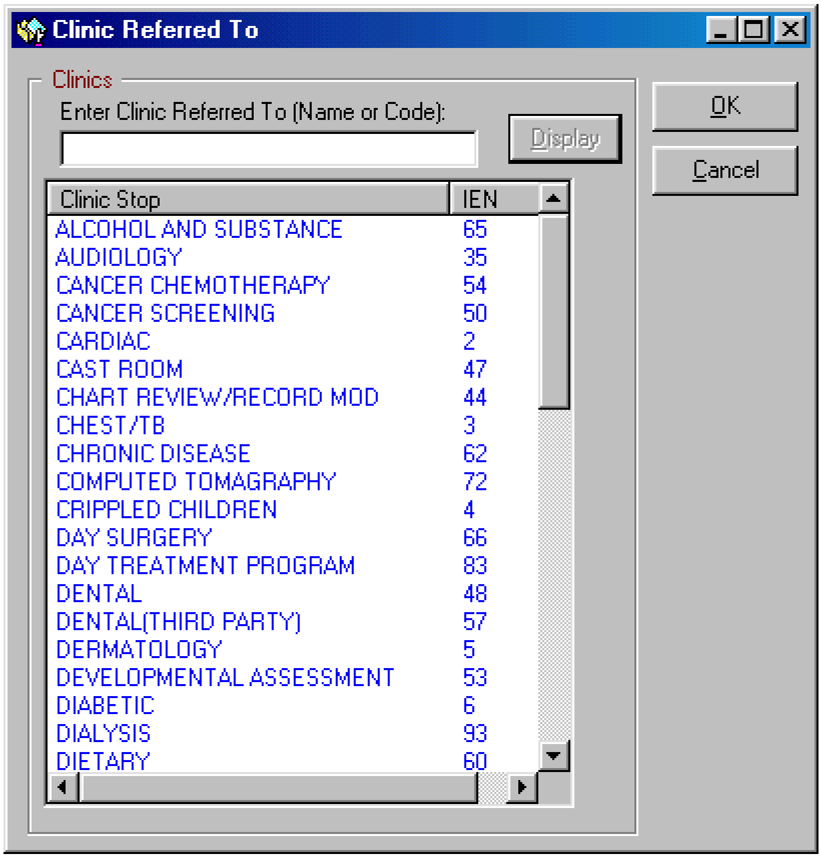


Figure 58: Clinic Referred To Dialog Box

Type the name of the clinic that you wish to select. You may type any portion of the clinic name (or a ? to get a complete list) and click the Display button to display a list of clinics to choose from. Select a clinic by clicking its name once and clicking the OK button. The facility name will be automatically loaded into the Add Referral screen and displayed in the In House Clinic Referred To text box (field 9).

OTHER

If you are not creating a referral to a CHS vendor, an IHS facility, or an In-House clinic, select the Other option in the Referral Type box on the Add Referral Screen and follow the instructions for the CHS vendor/ provider selection.

10. **Referred To** (field 9): The Patient Chart program populates this field depending on the information you provide in the Referral type section. If you need to change the provider, vendor, or clinic, click the … button.

11. **Payor** *(required)*: This field allows you to specify the primary payor for the referred service. The default payor is IHS, but other payors can be selected from the drop-down menu. To

select a different payor, click the drop-down menu arrow at the end of the Payor text box and click on the payor name that you wish to select.

12. **Patient Type** *(required)*: If you are referring the patient for inpatient care at the referred facility, click the Inpatient button in the Patient Type section. The Inpatient Data Entry dialog box will appear (Figure 59).

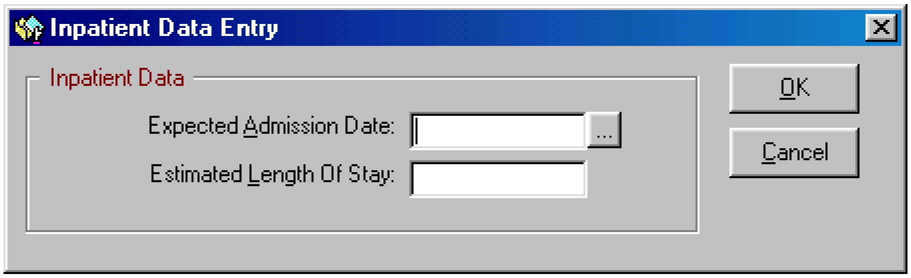


Figure 59: Inpatient Data Entry Dialog Box

In this box, you can type the expected admission date and the estimated length of stay. Type the expected admission date in the text box by clicking the … button to the right of the text box and clicking the date on the drop-down calendar. When you have typed the inpatient data, click the OK button to save the data, or click the Cancel button to return to the Add Referral screen without adding the inpatient data. This information will appear in the bottom right corner of the Add Referral screen for reference.

If you are referring a patient for outpatient care at the referred facility, click the Outpatient button in the Patient Type section. The Outpatient Data Entry dialog box will appear (Figure 60).

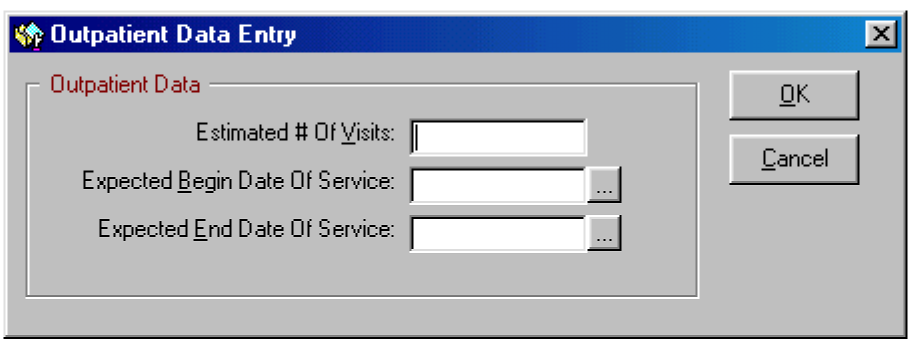


Figure 60: Outpatient Data Entry Dialog Box

In this box, you can type the estimated # of visits, the expected begin date of service, and the expected end date of service. For the Begin and End Dates of Services text boxes, use the drop-down calendar by clicking the … button to the right of each text box. When you have typed the outpatient data, click the OK button to save the data, or click the Cancel button to return to the Add Referral screen without adding the outpatient data. This information will appear in the bottom right corner of the Add Referral screen for reference.

13. Below the Patient Type box there is a **Dxs...** button. This button allows you to include provisional diagnoses with the referral. If you do not wish to add a provisional diagnosis, skip to step 14. To add provisional diagnoses, click the Dxs... Button. A Provisional Diagnosis dialog box will appear (Figure 61).

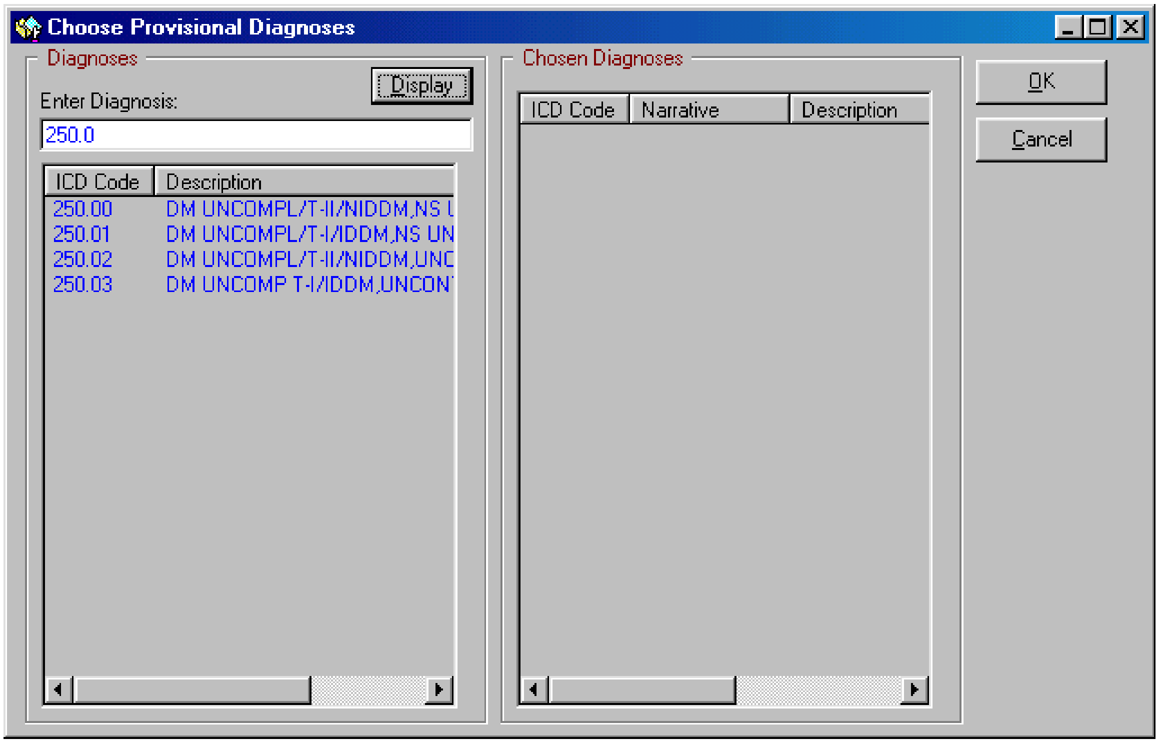


Figure 61: Provisional Diagnosis Dialog Box

Type an ICD code or text description of the provisional diagnosis and click the Display button. A list of matching ICD codes will appear below the text entry box (if your entry did not match an ICD code exactly). Find the code that best fits your diagnosis and type it into the text entry box in the top left corner. A Narrative text box will appear, prompting you to type any additional narrative (Figure 62).

Figure 62: Narrative Text Entry Box

Type any additional diagnosis narrative, and click the OK button to add the narrative to the diagnosis. Click the Cancel button to reject any narrative and add only the diagnosis. Your provisional diagnosis will be added to Provisional Diagnosis dialog box. Repeat step 13 for any additional provisional diagnoses, and click the OK button to accept the provisional diagnoses and return to the Add Referral screen. If you do not wish to accept the provisional diagnoses, click the Cancel button and you will be returned to the Add Referral screen.

14. Next to the Dxs... button there is a **Pxs...** button. This button allows you to include provisional procedures with the referral. If you do not wish to add any provisional procedures to the referral, skip to step 15. To add provisional procedures, click the Pxs... Button. A Provisional Procedures dialog box will appear (Figure 63).

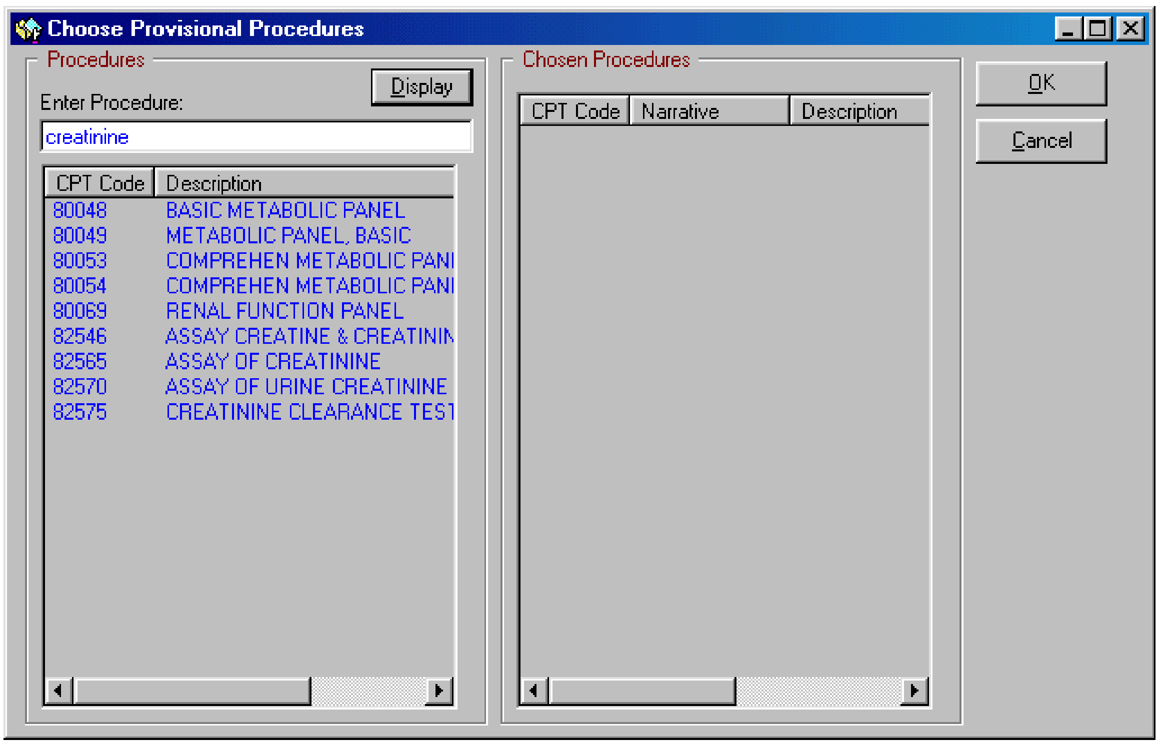


Figure 63: Provisional Procedures Dialog Box

Type a CPT code or text description of the provisional procedure you would like to include, and click the Display button. A list of matching CPT codes will appear below the text entry box (if your entry did not match a CPT code exactly). Find the code that best fits your procedure and type it into the text entry box in the top left corner. A Narrative text box will appear, asking you to type any additional narrative (Figure 64).

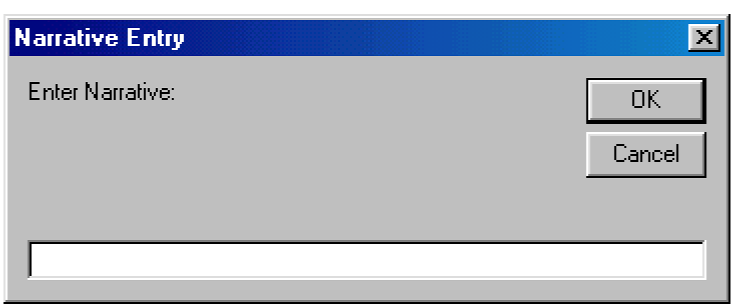


Figure 64: Narrative Text Entry Box

Type any additional procedure narrative and click the OK button to add the narrative to the procedure. Click the Cancel button to reject any narrative and add only the procedure. Your added provisional procedure will be added to the Provisional Procedure dialog box. Repeat step 14 for any additional provisional procedures, and click the OK button to accept the provisional procedures and return to the Add Referral screen. If you do not wish to accept the provisional procedures, click the Cancel button to return to the Add Referral screen.

15. Next to the Pxs... button there is a **DRG...** button. This button allows you to include a provisional DRG with the referral. If you do not wish to add a provisional DRG to the referral, skip to step 16. To add a provisional DRG, click the DRG... Button. A Provisional DRG dialog box will appear (Figure 65).

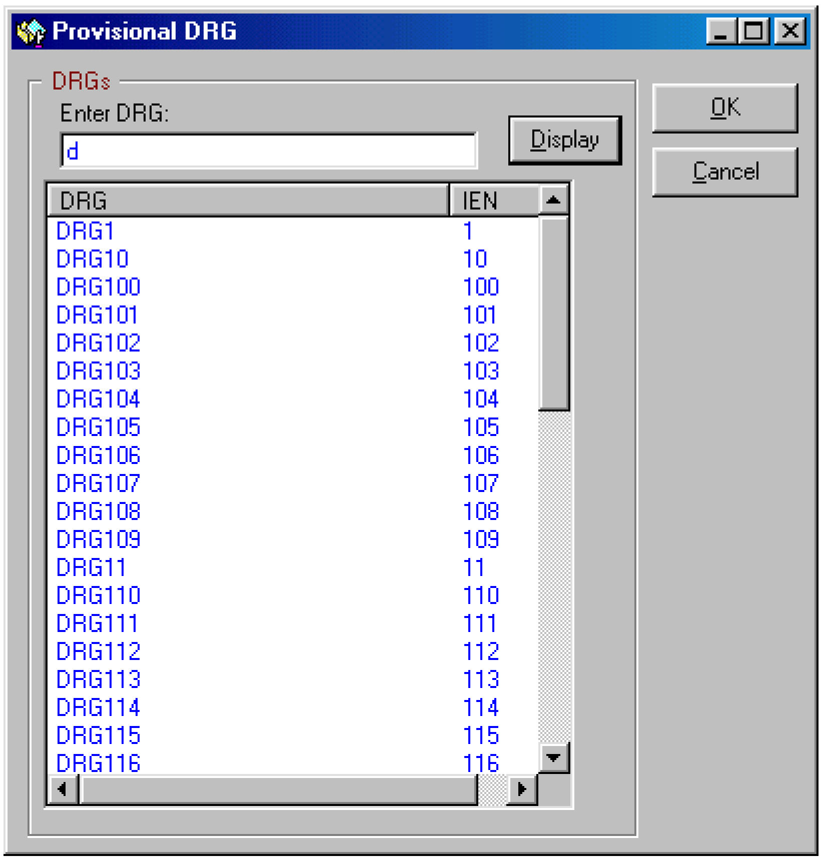


Figure 65: Provisional DRG Dialog Box

Type a DRG code for the provisional DRG you would like to include, and click the Display button. A list of matching DRG codes will appear below the text entry box (if your entry did not match a DRG code exactly). Click once on the DRG name that you wish to add, and click the OK button to add the DRG. If you do not wish to add a DRG, click the Cancel button to return to the Add Referral screen.

16. **Purpose of Referral** *(required):* Type the purpose for the referral in the Purpose of Referral text box. This is a free text area and there are no additional menus here.

17. **Pertinent Med Hx & Findings** *(optional):* If you have any additional patient history or notes you wish to add to the referral, type them in the Pertinent Med HX and Findings field. This is a free text area and there are no additional menus here.

18. **Notes to Scheduler** *(optional):* If you have any notes you wish to direct to the appointment scheduler, type them in the Notes to Scheduler field. This is a free text area and there are no additional menus here.

19. If you wish to have the patient scheduled within a specific number of days, type the number in the Schedule Within field.

20. If there is any additional medical information that you wish to include but do not have space for here, click the Additional Medical Info check box.

21. You have the option of printing the referral letter from the Add Referral screen. If you do not want to print the referral letter at that time, skip to step 22. To print the referral letter from the Add Referral screen, click on the Referral Letter button. If you have not saved your referral, a Confirm dialog box will appear (Figure 66).

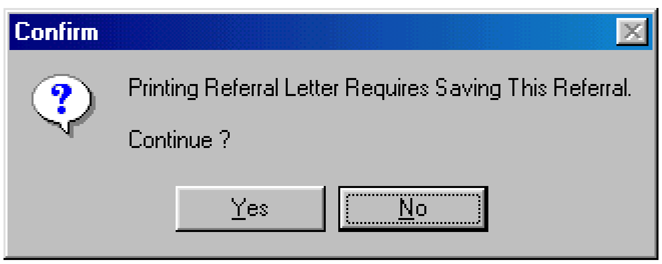


Figure 66: Save Referral Confirmation Dialog Box

Click the Yes button to save the referral and continue the Printing process. Click the No button to return to the Add Referral screen without saving or printing the referral.

22. If there are multiple referral letter forms associated with your site, a Choose Type dialog box will appear (Figure 67).

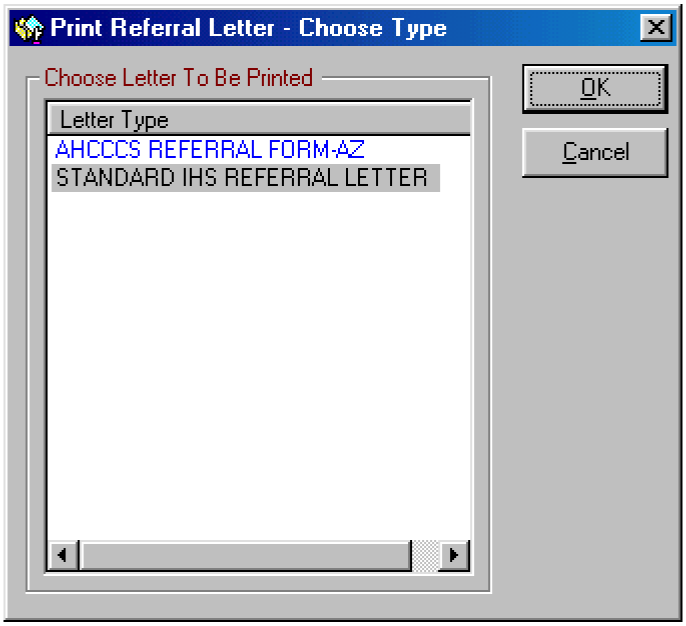


Figure 67: Choose Referral Letter Type Dialog Box

Click on the Letter Type name to select the letter type you wish to print. The letter will be sent to your default printer.

23. To save the referral to the patient's file and return to the patient's Referred Care Information System screen, click the Save button. If you wish to return to the Referred Care Information System screen without saving any of the referral you have created, click the Cancel button.

4.9.2.2 Create a New Referral With a Site Template

1. To add a new referral for a patient, click the New button at the bottom of the Referred Care Information System screen. An Add Referral dialog box will appear (Figure 68).

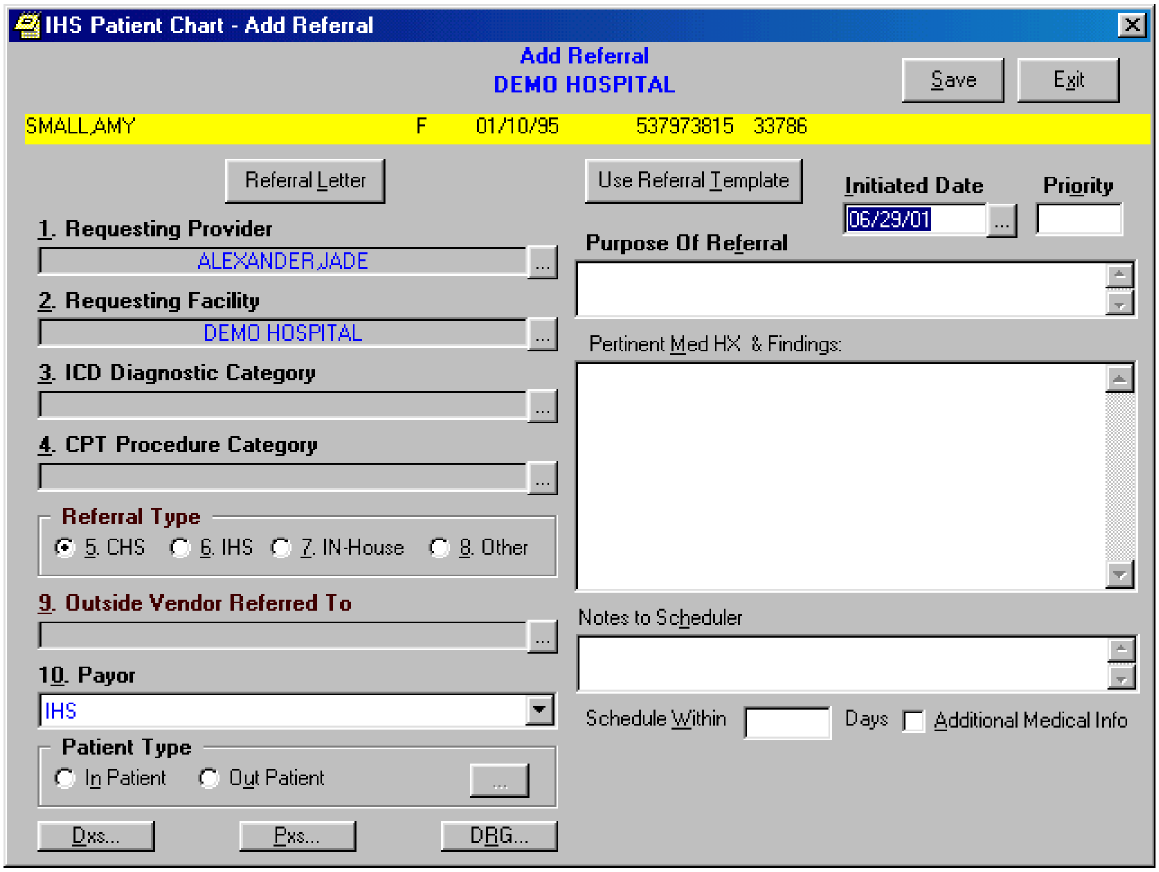


Figure 68: Add Referral Dialog Box

2. Click the Use Referral Template button in the upper right corner of the Add Referral dialog box. An empty Referral Template selection box will appear (Figure 69).

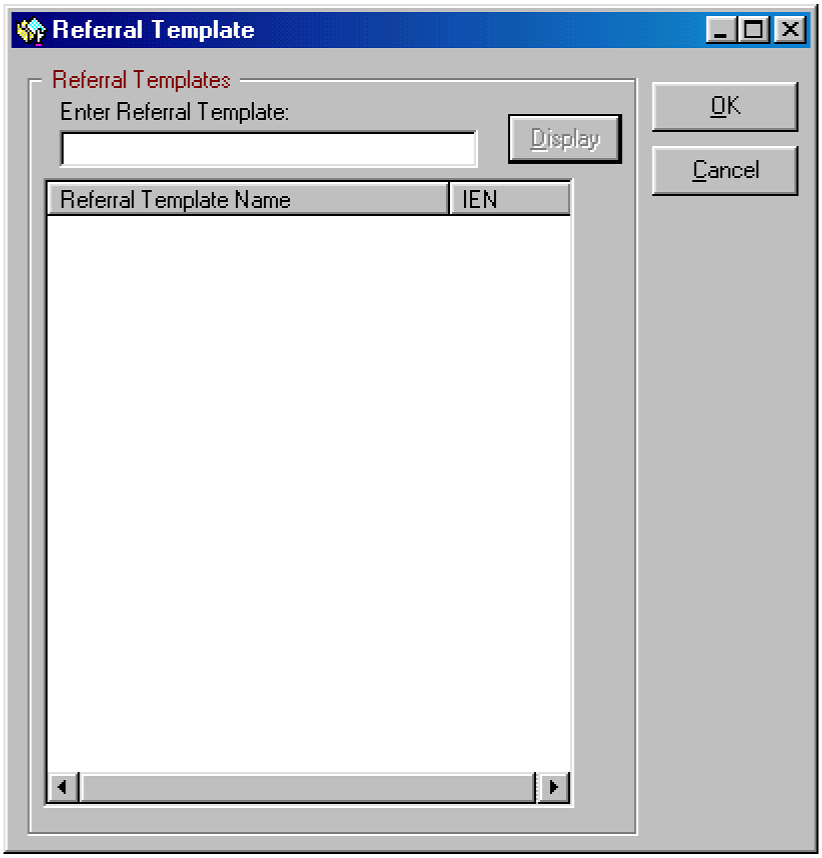


Figure 69: Referral Template Dialog Box

3. Type the name of the template that you wish to use. You may type any portion of the template name (or a ? to get a complete list) and click the Display button to display a list of matching templates to choose from.

4. If you typed the complete name of the template and clicked Display, the template information will automatically be loaded into the Add Referral screen and you should continue to step 5. If you typed a portion of the template name (or a ?) and clicked Display, a list of templates will be loaded into the Referral Template Name/ IEN text box on the Referral Template selection box. Select a template by clicking its name once and clicking the OK button. The template information will be automatically loaded into the Add Referral screen.

5. The Ordering provider field (field 1) will not automatically be populated if you choose to use a template. To fill in this field, click the … button to the right of the empty field. An empty Provider Selection dialog box will appear. Type the name of the ordering provider (in LastName,FirstName format). You may also type any portion of the provider name (or a ? to get a complete list) and click the Display button to display a list of matching names to choose from.

6. If you typed the complete name of the Provider and clicked Display, the name will automatically be loaded into the Add Referral screen. If you typed a portion of the provider name (or a ?) and clicked Display, a list of providers will be loaded into the Provider Name/ IEN text box on the Provider selection box. Select a provider by clicking his/her name once and clicking the OK button. The provider's name will then be loaded into the Add Referral screen.

7. The Requesting Facility, ICD Diagnosis Category, CPT Procedure Category, and Outside Vendor Referred To fields (fields 2-4 and 9) will automatically be filled in by the template. Make sure that they are the options that you want for the referral. If any of these fields need to be changed, click on the … button to the right of the field and make the changes in the selection box that appears.

8. Select the Referral type by clicking one of the radio buttons associated with fields 5-8 (below the CPT Procedure Category field).

9. The Patient Type field will automatically be filled in by the template. Make sure that the selected option (Inpatient/ Outpatient) is the option you wish to use.

10. In the Patient Type field there is a … button. Click the … button to set the expected admission date and estimated length of stay for an inpatient referral (Figure 58) or the estimated number of visits, expected begin day of service, and the expected end date of service for an outpatient referral (Figure 60).

    Once you have typed the requested information, click the OK button to accept the information and return to the Add Referral screen. The data you typed in the dialog box will appear in the lower right corner of the Add Referral screen. If you wish to make any changes to this data, click the … button again and repeat step 10.

11. Select the **payor** in field 10. This field is automatically set to IHS. Use the drop-down menu to select a different payor, if necessary.

12. The **Purpose of Referral** will automatically be filled in by the referral template. Make sure that this default purpose is the purpose you wish to use.

13. If you have any additional patient history or notes you wish to add to the referral, type them in the Pertinent Med HX and Findings field. This is a free text area and there are no additional menus here.

14. If you have any notes you wish to direct to the scheduler, type them in the Notes to Scheduler field. This is a free text area and there are no additional menus here.

15. If you wish to have the patient scheduled within a specific number of days, type the number in the Schedule Within field.

16. If there is any additional medical information that you wish to include but do not have space for here, click the Additional Medical Info check box to the right of the Schedule Within _ Days text box.

17. The **# of Visits** field in the bottom right corner of the Add Referral box will automatically be filled in by the referral template.

18. Below the Patient Type box there is a **Dxs...** button. This button allows you to include provisional diagnoses with the referral. If you wish to add a provisional diagnosis, click the Dxs... Button. The Provisional Diagnosis dialog box will appear (Figure 61).

    Type an ICD code or text description of the provisional diagnosis, and click the Display button. A list of matching ICD codes will appear below the text entry box (if your entry did not match an ICD code exactly). Find the code that best fits your diagnosis and type it into the text entry box in the top left corner. A Narrative text box will appear, asking you to type any additional narrative (Figure 62).

    Type any additional diagnosis narrative, and click the OK button to add the narrative to the diagnosis. Click the Cancel button to reject any narrative and add only the diagnosis. Your added provisional diagnosis will be added to the Provisional Diagnosis dialog box. Repeat step 18 for any additional provisional diagnoses and click the OK button to accept the provisional diagnoses and return to the Add Referral screen. If you do not wish to accept the provisional diagnoses, click the Cancel button to return to the Add Referral screen.

19. Next to the Dxs... button there is a **Pxs...** button. This button allows you to include provisional procedures with the referral. If you wish to add provisional procedures to the referral, click the Pxs... Button. The Provisional Procedures dialog box will appear (Figure 63.)

    Type a CPT code or text description of the provisional procedure you would like to include, and click the Display button. A list of matching CPT codes will appear below the text entry box (if your entry did not match a CPT code exactly). Find the code that best fits your procedure and type it into the text entry box in the top left corner. A Narrative text box will appear, asking you to type any additional narrative (Figure 64).

    Type any additional procedure narrative, and click the OK button to add the narrative to the procedure. Click the Cancel button to reject any narrative and add only the procedure. Your provisional procedure will be added to the Provisional Procedure dialog box. Repeat step 19 for any additional provisional procedures and click the OK button to accept the provisional procedures and return to the Add Referral screen. If you do not wish to accept the provisional procedures, click the Cancel button to return to the Add Referral screen.

20. Next to the Pxs... button there is a **DRG...** button. This button allows you to include a provisional DRG with the referral. If you wish to add a provisional DRG to the referral, click the DRG... Button. The Provisional DRG dialog box will appear (Figure 65).

Type a DRG code for the provisional DRG you would like to include, and click the Display button. A list of matching DRG codes will appear below the text entry box (if your entry did not match a DRG code exactly). Click once on the DRG name that you wish to add and click the OK button to add the DRG and return to the Add Referral screen. If you do not wish to add a DRG, click the Cancel button to return to the Add Referral screen.

21. A numerical priority must be set for each referral. Type a number in the Priority text box.

22. You have the option of printing the referral letter from the Add Referral screen. To print the referral letter from the Add Referral screen, click on the Referral Letter button. If you have not saved your referral, a Save Referral Confirmation dialog box will appear (Figure 66). Click the Yes button to save the referral and continue the printing process. Click the No button to return to the Add Referral screen without saving or printing the referral.

23. If there are multiple referral letter forms associated with your site, a Choose Type dialog box will appear (Figure 67). Click on the Letter Type name to select the letter type you wish to print. The letter will be sent to your default printer.

24. To save the referral to the patient's file and return to the patient's RCIS screen, click the Save button. If you wish to return to the RCIS screen without saving the referral you have created, click the Cancel button.

4.9.2.3 Modify an Existing Referral

1. Click the referral number associated with the referral that you wish to modify on the RCIS screen.

2. Click the Modify button at the bottom of the screen. The Modify Referral screen will appear. This screen looks the same as the Add Referral screen detailed in section 4.9.2.1 and all of the same areas can be modified. For details on specific options, see the corresponding section in 4.9.2.1.

3. Once you have finished modifying the referral, click the Save button to save your changes and return to the RCIS screen, click the Exit button to return to the RCIS screen without saving your changes, or click the Referral Letter button to print a modified referral letter. If you choose to print the modified referral letter, follow the printing steps 21 through 23 in section 4.9.2.1.

4.9.2.4 Display Referral Details

If you wish to review the details of a referral or print a copy for the patient's paper chart, you can use the display function on the RCIS screen.

1. On the RCIS screen, click the referral number associated with the referral that you wish to display.

2. Click the Display button at the bottom of the screen. The Display Referral screen will appear (Figure 70).

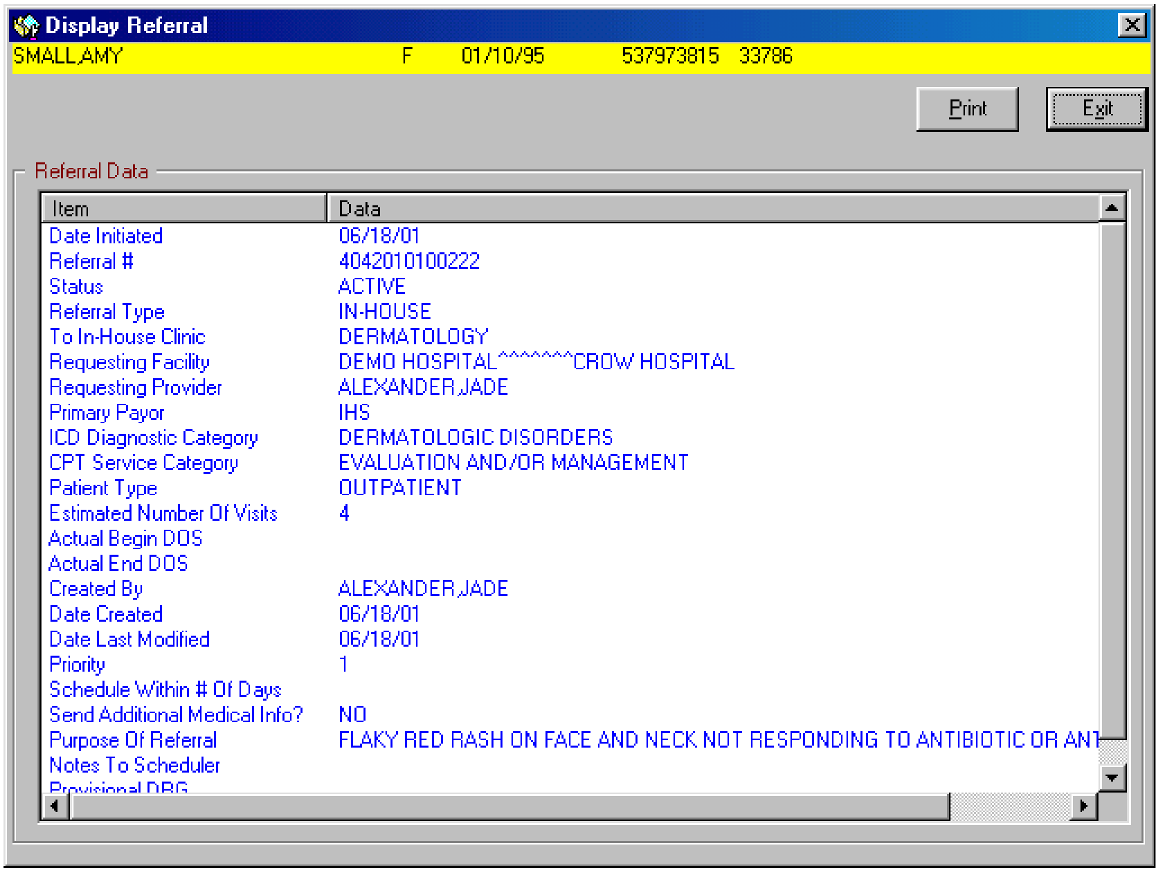


Figure 70: Display Referral Screen

3. To print a copy of the display screen, click the Print button in the upper right corner of the screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.9.2.5 Print Referral Letter

You do not need access to the Add Referral or Edit Referral screens in order to print a referral letter. To print a Referral letter from the Referred Care Information System screen:

1. Click the referral number associated with the referral that you wish to print on the Referred Care Information System screen.

2. Click the Print Referral Letter button at the bottom of the screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.9.3 Allergy Tracking

The Allergy Tracking Screen allows you to display and/ or print any allergy information that has been entered into the RPMS Pharmacy package.

Security Keys:

BPCSPDA	Required for the Allergy Tracking button to appear on the Specials screen of the Patient Chart Interface

Click the Allergy Tracking button on the Specials screen to display the Allergy Tracking screen (Figure 71).

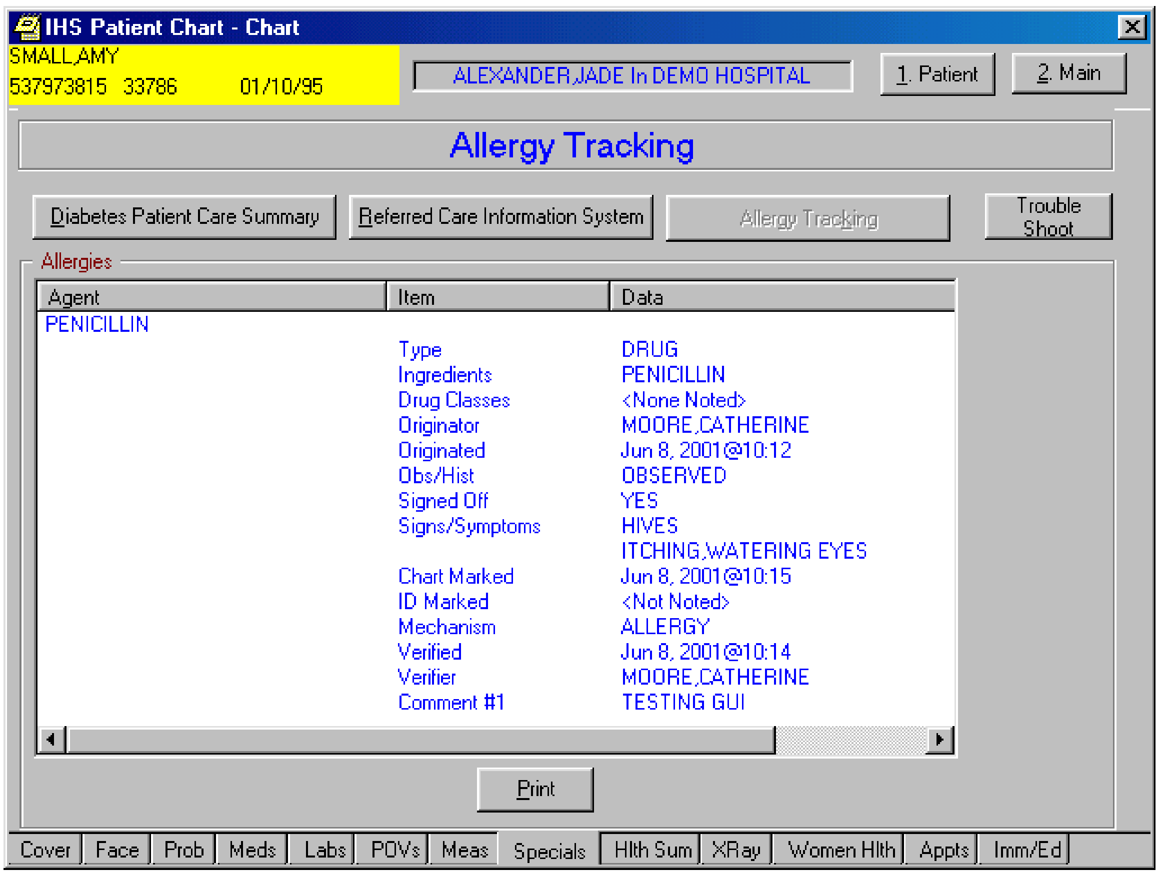


Figure 71: Allergy Tracking Screen

4.9.3.1 Printing the Allergy Tracking Screen

Click the Print button located at the bottom of the Allergy Tracking screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.10 Telnet Screen

The Patient Chart Telnet screen allows you to log in to your site's RPMS programs and look for data in the roll-and-scroll environment.

Security Keys:

BPCTTN	Required for the Telnet tab to appear on the Patient Chart Interface
BPCNTNH	Required to connect to a new host through the Patient Chart Interface

Click the Telnet tab to display the Patient Chart Telnet screen (Figure 72).

Figure 72: Patient Chart Telnet Screen

When you open the Telnet screen, it will appear blank; the Patient Chart program **does not** automatically connect you to the RPMS server.

Connect

To connect to the RPMS system through Telnet, click the Connect button in the upper left corner of the Telnet interface. Log in as you usually do in RPMS.

New Host
To change RPMS systems, click the New Host button in the upper left corner of the Telnet interface. A Host Name or Address dialog box will appear (Figure 73).

Figure 73: Host Name or Address Dialog Box

Type the name or IP address of the Host system and click the OK button. If you wish to stay with the current RPMS system, click the Cancel button to return to the Telnet screen without changing hosts.

Disconnect
To disconnect an active session, click the Disconnect button. This button is only available when you are connected (through the Patient Chart Telnet screen) and will appeared grayed out (as in Figure 72) when you are not connected (through the Patient Chart Telnet screen).

Reconnect
To reconnect to a different RPMS system, click the Reconnect button and log in.

4.11 Health Summary Screen

The Health Summary screen allows you to display and/ or print a patient's health summary directly from the PCC+ package.

Security Keys:

BPCTHS	Required for the Hlth Sum tab to appear on the Patient Chart Interface
BPCHSP	Required to print the Health Summary
BPCHST	Required to select the Health Summary type
BPCHSD	Required to Display the Health Summary

Click the Hlth Sum tab to display the Health Summary screen (Figure 74).

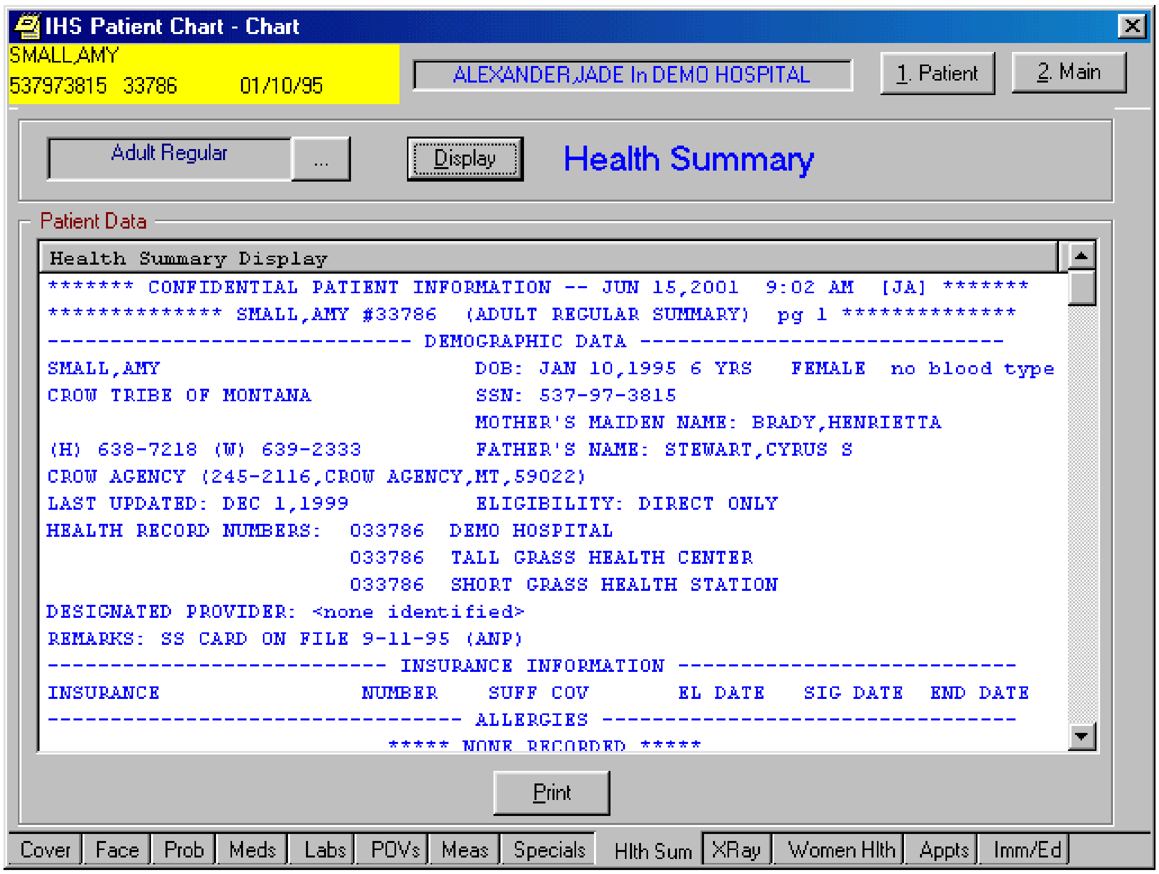


Figure 74: Health Summary Data Display

When the Health Summary Screen is first opened, it will appear blank. Because so much data is contained within a patient's health summary, the Patient Chart program does not automatically load the information. Preloading the health summary reports would significantly increase the total load time for a single patient's profile and reduce the overall efficiency of the program. Instead, the Patient Chart program is designed to load only the health summary data that you actively request.

There are many health summary reports, including locally modified reports, available for viewing and printing through the Patient Chart program. To view a health summary report for the active patient, click the … button in the upper left corner of the Health Summary screen. A Health Summary Types dialog box will appear (Figure 75).

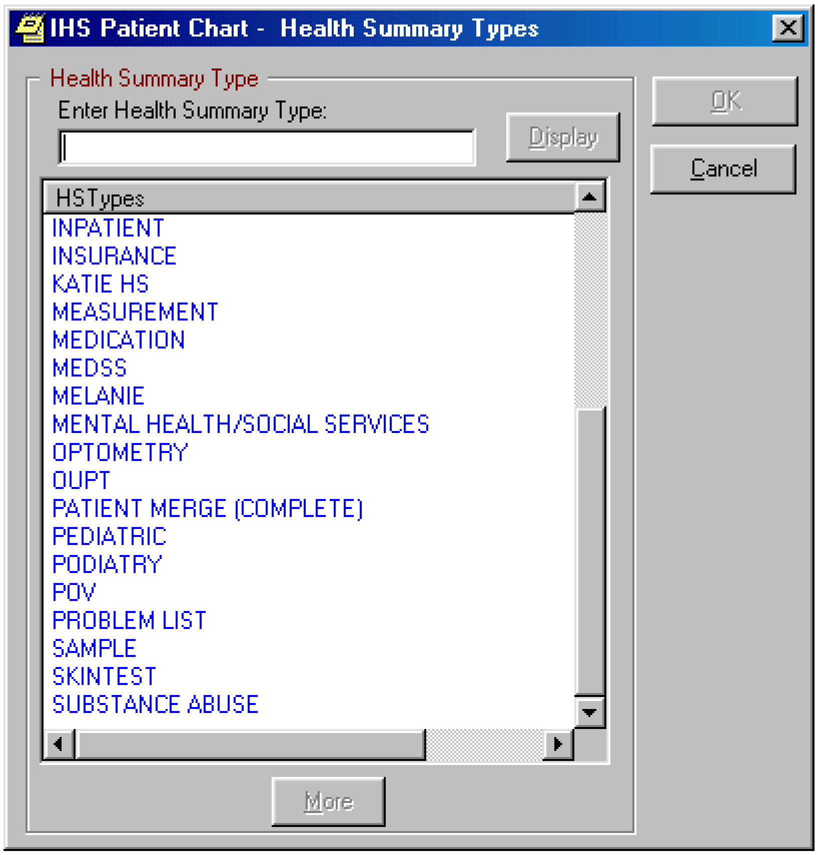


Figure 75: Health Summary Types Dialog Box

To select a health summary type, click the desired type once and click the OK button. The Health Summary Screen will reappear, this time with the selected health summary report name listed in the upper left corner. Click the Display button on the Health Summary Screen to view the selected report. It may take a few moments for the Patient Chart program to retrieve the specified health summary report.

If the Health Summary Report information continues beyond the bottom of the screen, the vertical scroll bar on the right side of the screen will be active (as in Figure 74). Click the up and down arrows on the vertical scroll bar to move the screen and view the remaining portions of the report/ screen.

If you wish to view a different health summary report for the selected patient, simply repeat the process, starting by selecting the desired health summary report in the Health Summary Type dialog box.

4.11.1 Printing Health Summary Data

Open the health summary report that you wish to print and click the Print button at the bottom of the Health Summary screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.12 Radiology Screen

The Radiology screen allows you to display and/ or print a patient's cumulative radiology results that have been entered through PCC data entry.

Security Keys:

BPCTXR	Required for the XRay tab to appear on the Patient Chart Interface
BPCXRP	Required to print the Radiology screen

Click the XRay tab to display the Radiology screen (Figure 76).

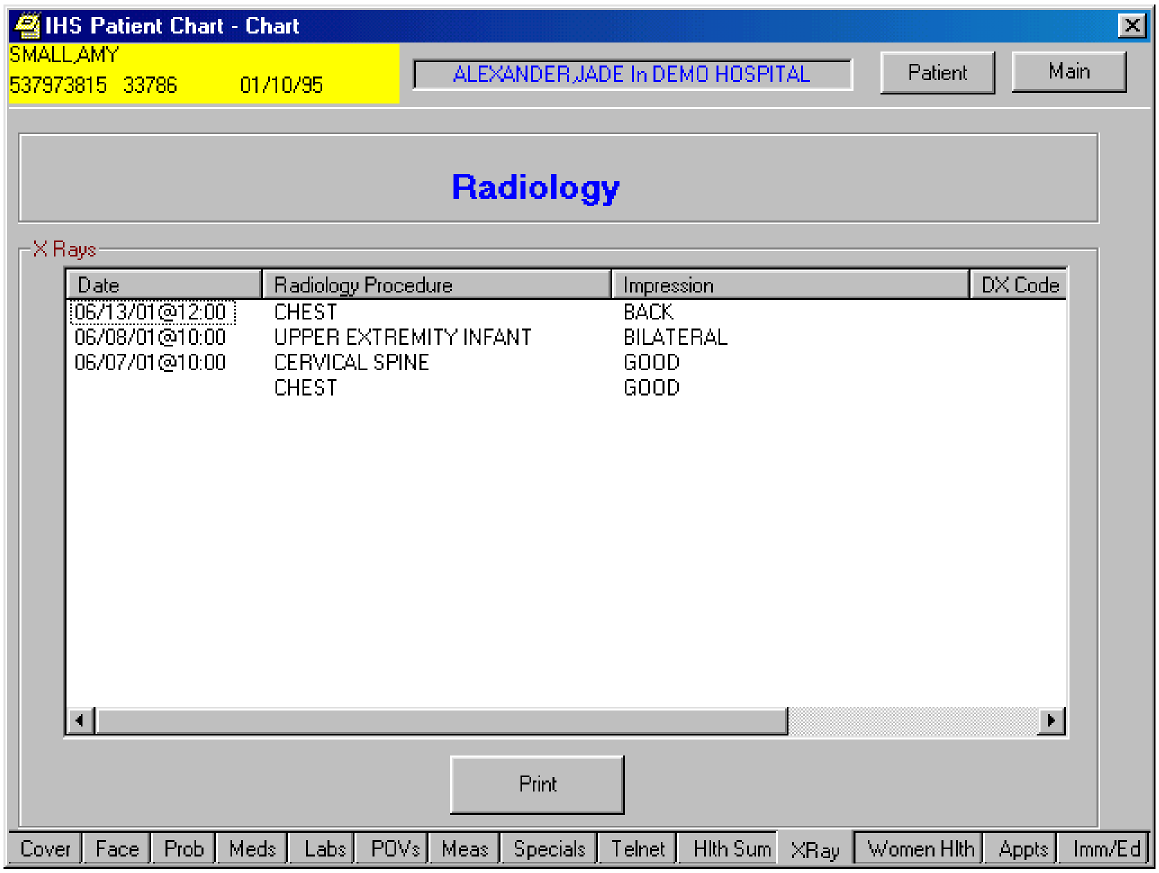


Figure 76: Radiology Screen

4.12.1 Printing the Radiology Screen

Click the Print button at the bottom of the Radiology screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.13 Women's Health Screen

The Women's Health screen allows you to display and/ or print a patient's Women's Health history directly from the RPMS Women's Health Package.

Security Keys:

BPCTWH	Required for the Women Hlth tab to appear on the Patient Chart Interface
BPCBWD	Required to display the patient's Women's Health summary
BPCBWP	Required to print the patient's Women's Health summary

Click the Women Hlth tab to display the Women's Health screen (Figure 77).

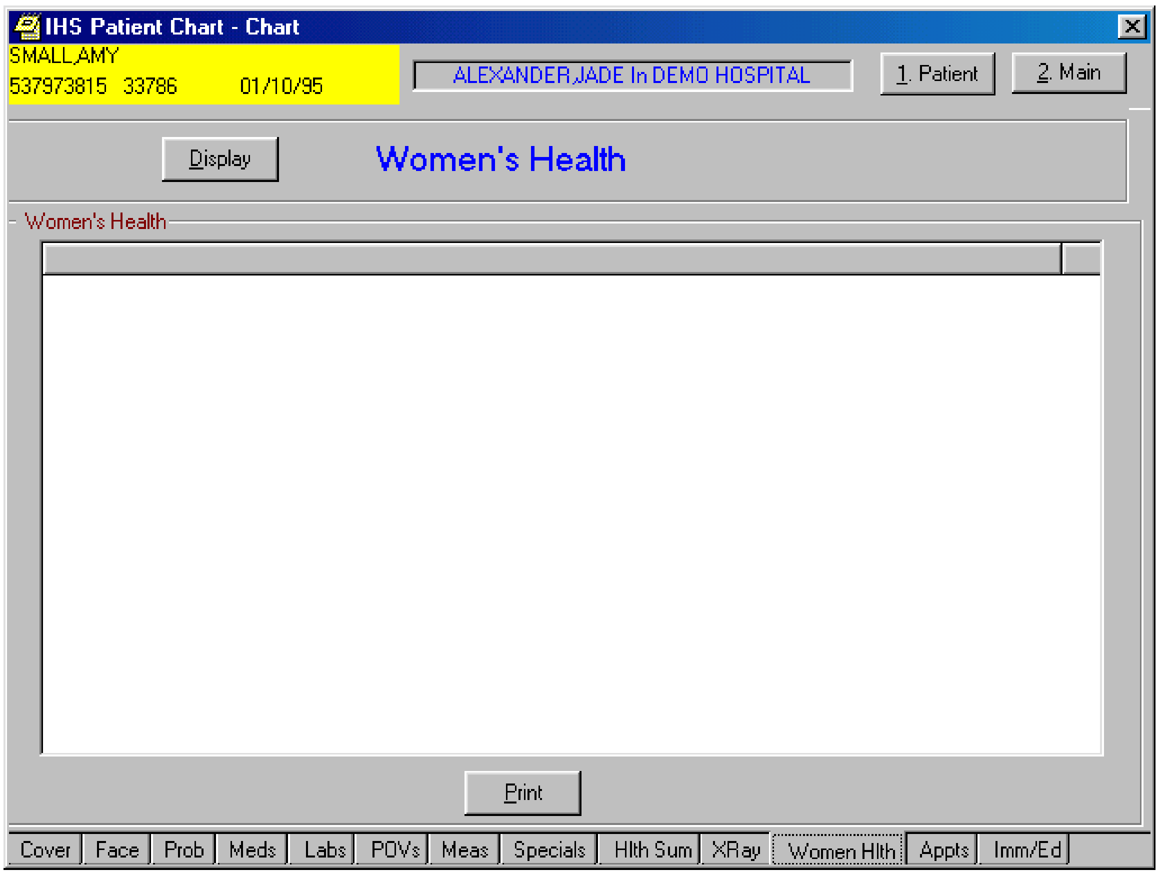


Figure 77: Women's Health Screen

When the Women's Health screen is first opened, it will appear blank. Because so much data could be potentially stored within a patient's Women's Health summary, the Patient Chart program does not automatically load the information. Preloading the Women's Health summary report would significantly increase the total load time for a single patient's profile and reduce the overall efficiency of the program. Instead, the Patient Chart program is designed to load the Women's Health Summary report only once you actively request it.

To view the selected patient's Women's Health summary report, click the Display button in the upper left corner of the Women's Health screen. If no report appears, verify that:

- Your facility is actively using the RPMS Women's Health package
- The patient has been previously entered into the Women's Health Package

If your facility is not actively using the RPMS Women's Health package or the patient has not been entered into the Women's Health package, the screen will remain blank when the display button is clicked. If your facility is actively using the RPMS Women's Health package and the patient has been entered into the Women's Health package previously, a report like the one available through the roll-and-scroll RPMS package will appear.

4.13.1 Printing the Woman's Health Report

Click the Print button at the bottom of the Women's Health screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.14 Appointments

The Appointments screen allows you to display and print a patient's appointment history directly from the RPMS Scheduling Package.

Security Keys:

BPCTAP	Required for the Appts tab to appear on the Patient Chart Interface
BPCSDP	Required to print the Appointments screen through the Patient Chart Interface

Click the Appts tab to display the Appointments screen (Figure 78).

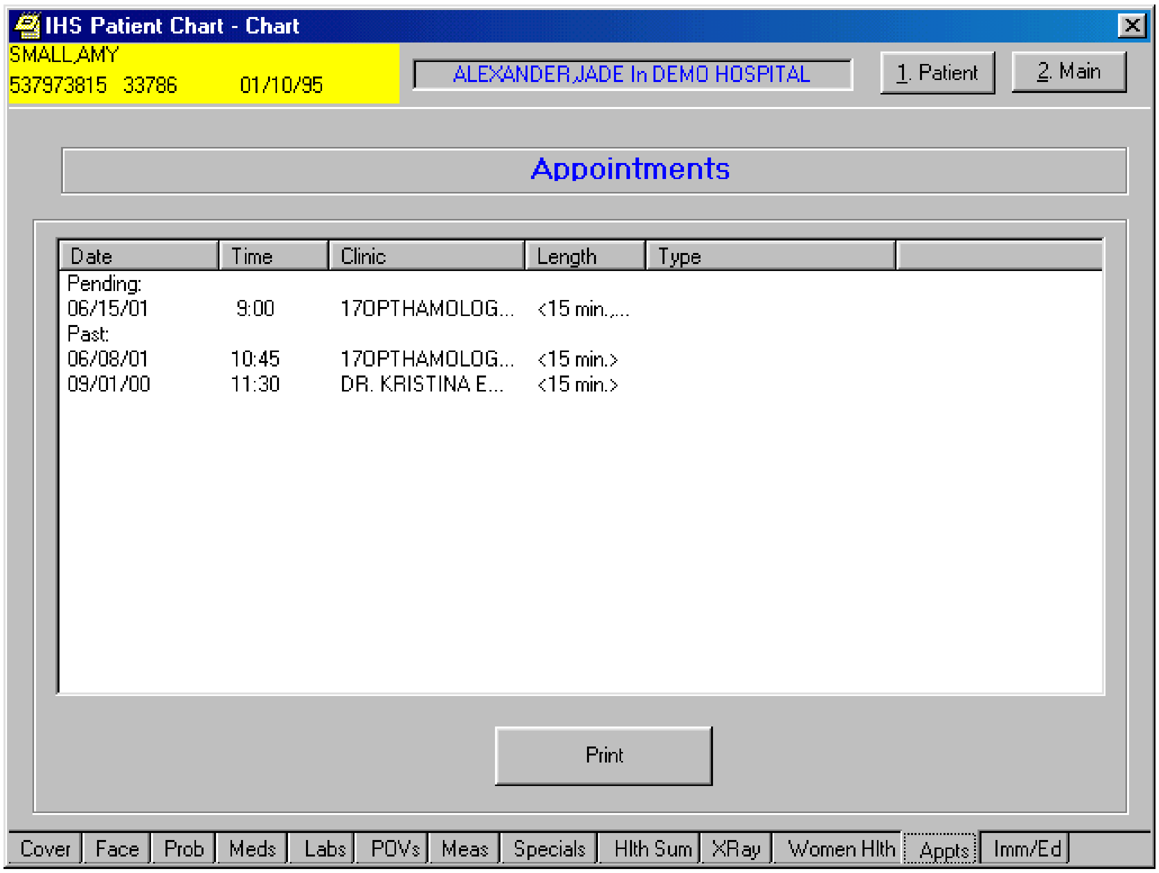


Figure 78: Appointments Screen

4.14.1 Printing the Appointments List

Click the Print button at the bottom of the Appointments screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

4.15 Immunizations Screen

The Immunizations screen allows you to display a patient's Immunization history and forecast directly from the RPMS Immunizations package. This screen allows you to see the history and forecast, but does not allow you to sort or print the data.

Security Keys:

BPCTIM	Required for the Immunizations tab to appear on the Imm/Ed tab in the Patient Chart Interface
BPCIMDF	Required to view the Immunization Forecast through the Patient Chart Interface
BPCIMDH	Required to view the Immunization History through the Patient Chart Interface

Click the Imm/Ed and Immunizations tabs to display the Immunizations screen (Figure 79).

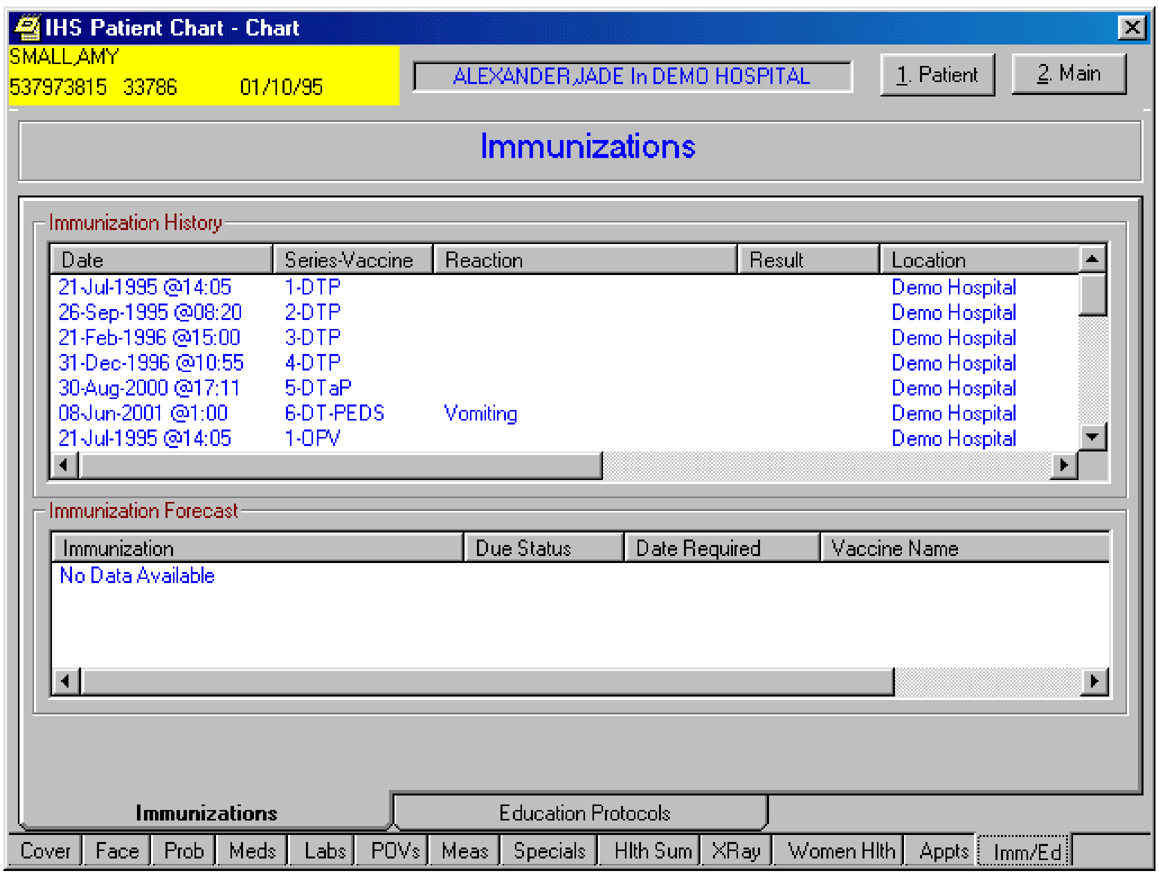


Figure 79: Immunizations Screen

4.16 Patient Education Protocols Screen

The Patient Education Protocols screen allows you to display a patient's Education protocol history entered into PCC through data entry.

Security Keys:

BPCTEP	Required for the Education Protocols tab to appear on the Patient Chart Interface
BPCEDD	Required to display the Education Protocol screen
BPCEDP	Required to print the Education Protocol screen

Click the Imm/Ed and Education Protocols tabs to display the Patient Education Protocols screen (Figure 80).

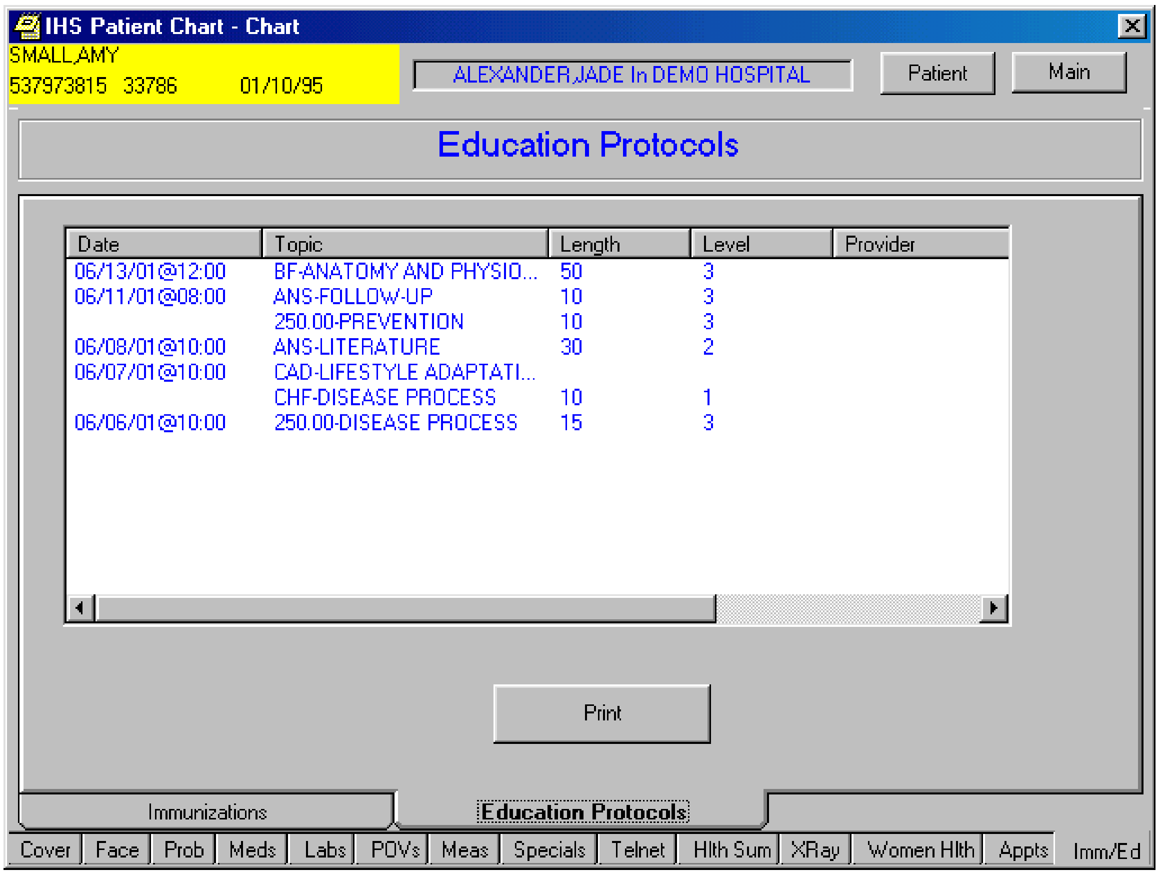


Figure 80: Education Protocols Screen

4.16.1 Printing the Patient Education Protocols List

Click the Print button at the bottom of the Education Protocols screen. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

5.0 User Options

Currently there is no functionality to the User Options Main menu option. This tab will eventually support more advanced functions or be replaced with other functions determined in the next version. Clicking this tab will not have any effect on the Patient Chart application and will keep the user in the Main menu.

6.0 My Labs

The My Labs report is pulled directly from the RPMS Laboratory Package and will appear just as it does when accessed directly through the roll-and-scroll Laboratory Package. This report contains all lab results that have been entered into the Laboratory software for the selected provider.

Security Keys:

BPCMNML	Required for the My Labs button to appear on the main menu
BPCMNMLP	Required to print the My Labs screen
BPCMNMLR	Required to refresh the My Labs screen

To view this report, click the My Labs button on the main screen. The My Labs report will appear (Figure 81).

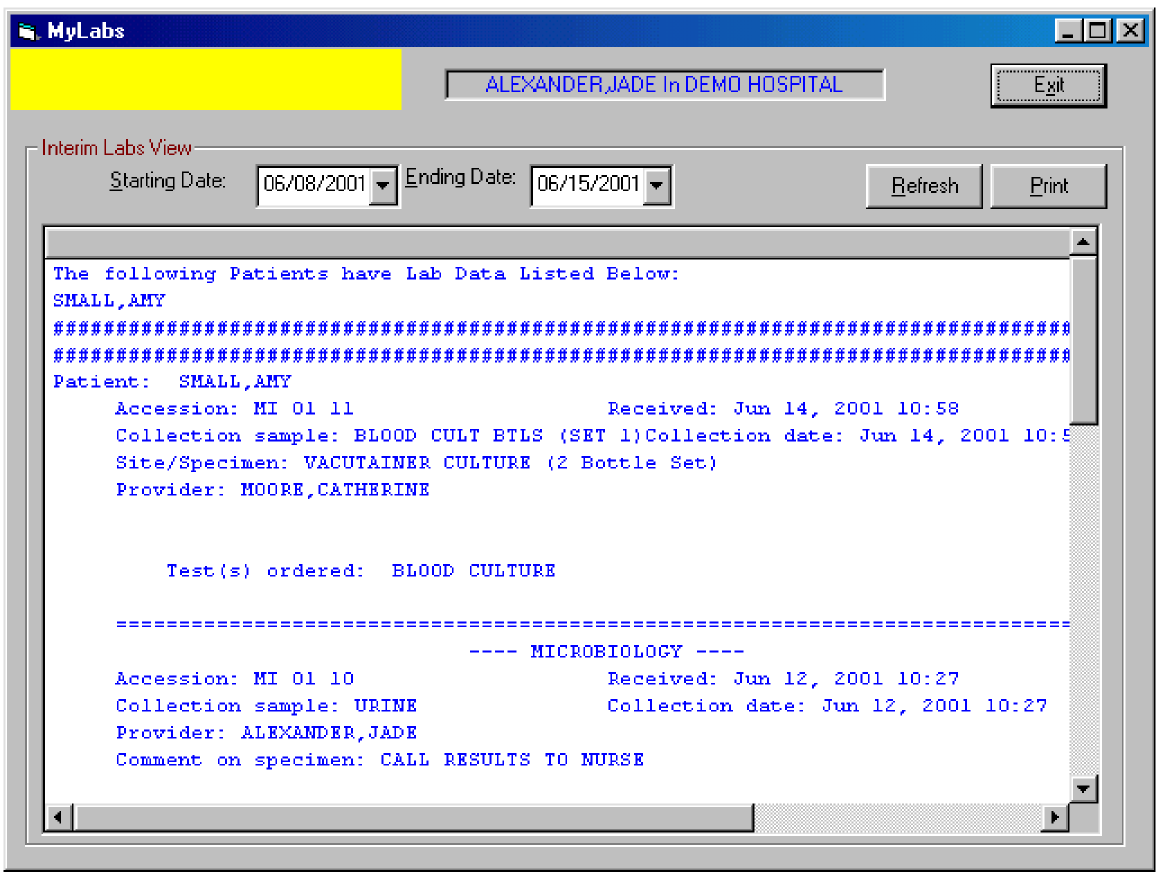


Figure 81: My Labs Report Screen

6.1 Using the My Labs Report

1. **Sorting the My Labs Report**: The My Labs report is organized alphabetically by patient name, then by lab date, most recent first. All labs, including microbiology, are shown. This report can only be sorted by date range. To change the date range, select the start and end

dates on the drop-down calendar menus and click the Refresh button once. This will load/reload the data that fits within the specified date range.

2. **Printing the My Labs Report**: The My Labs report can be printed from this screen. Sort the screen by date range, if desired, and click the Print button in the upper right corner. The process is similar to printing from other Windows-based programs. For more information, see section 2.6.1.

7.0 Telnet

The Patient Chart Telnet interface allows you to log in to your site's RPMS programs and look for data in the roll-and-scroll environment.

Security Keys:

BPCMNTN	Required for the Telnet button to appear on the Main Menu

Click the Telnet button on the main menu to display the Patient Chart Telnet interface (Figure 82).

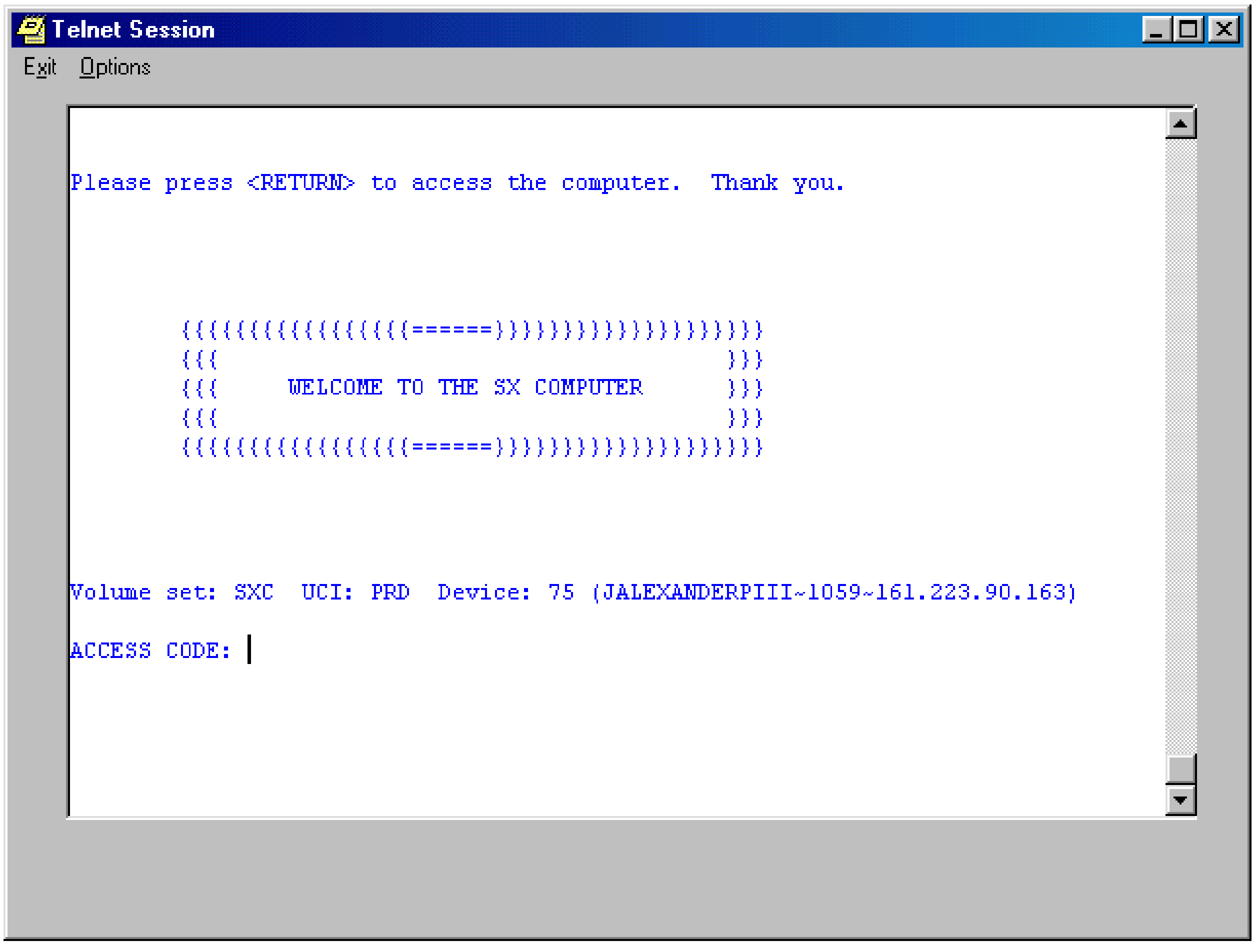


Figure 82: Main Menu Patient Chart Telnet Interface Screen

Unlike the Telnet interface available within a specific patient's chart, the main menu Telnet interface screen automatically connects you to the RPMS system. Log in as you usually would with RPMS.

8.0 Appendix A: Sample Referral Letters

8.1 IHS Standard Referral Letter

```
06/18/01                                                           15:03
Referral For Contract Professional Services JUN 18, 2001
************************************************************************
                    Patient Identification, Address, Phone

Patient Name:     SMALL,AMY         ID Number:  CR 33786
         SSN:     537973815               Sex:  FEMALE
     Address:     245-2116                DOB:  JAN 10, 1995
                  CROW AGENCY, MONTANA 59022
                  638-7218

Referral Number:        4042010100222
Referred To:            DERMATOLOGY

OUTPATIENT Services               Appointment Date:   JUN 18, 2001
# Of Outpatient Visits: 4     Expected Ending Date:   JUL 18, 2001

Purpose/Services Requested: FLAKY RED RASH ON FACE AND NECK NOT RESPONDING TO
ANTIBIOTIC OR ANTIFUNGAL CREAM

Pertinent Diagnostic/HX Data:

Additional Medical Information: NO

If you have any questions concerning this referral, please contact:
      DEMO HOSPITAL
      P.O. BOX 9
      DEMO AGENCY, MONTANA 59022    (Phone: 1)

Referring Provider: ALEXANDER,JADE

Our records indicate that the patient has no third party coverage.
************************************************************************
TO THE CONTRACT PROVIDER:

CHS funds are NOT AUTHORIZED. The patient (and any alternative resources to
which he/she is entitled) is responsible for this bill and has been so
informed.

Please submit a consultation report or discharge summary to the referring
Indian Health Service provider as soon as possible.
```

8.2 AHCCCS Referral Letter

Referral Date   Arizona Health Care Cost Containment System   Medical Record No.
June 18, 2001   Referral Form   33786

REFERRED TO: PROVIDER ID NO. PROVIDER NAME/ FACILITY APPOINTMENT DATE APPOINTMENT TIME
DERMATOLOGY JUN 18, 2001
TELEPHONE:

MEMBER INFORMATION: Member ID NO. Member Name Birthdate
(520) 670-4630 SMALL, AMY JAN 10, 1995

PRIMARY CARE PHYSICIAN
ID NO. LOC. NAME ADDRESS TELEPHONE CONTRACTED PROV NO.

To be completed by referring provider: Chief Complaint, Diagnosis and Other Relevant Information

PURPOSE OF REFERRAL: FLAKY RED RASH ON FACE AND NECK NOT RESPONDING TO ANTIBIOTIC OR ANTIFUNGAL CREAM

REQUESTED SERVICES: EVALUATION AND/OR MANAGEMENT

I certify that this referral is being made under the applicable AHCCCS policies and procedures, and that (check one)
_________ I am the AHCCCS Primary Care ("Gatekeeper") Physician responsible for this AHCCCS member's health care.

_________ I have obtained approval of this referral from the AHCCCS Primary Care ("Gatekeeper") physician responsible for this AHCCCS member's health care, and I have made and will retain a record of the approval.

____ ________
Referring Provider Signature

TO BE COMPLETED BY PERFORMING PROVIDER (ATTACH ADDITIONAL INFORMATION IF REQUIRED.)
TREATMENT AND RECOMMENDATIONS

DIAGNOSIS

Was an additional AHCCCS referral Made? ____Yes _____No
If yes, was Primary Care Provider approval received? ___Yes ___NO by ___ Phone ____Other Appt. Date/Time ___

I swear under penalties of law, including perjury, false swearing or unsworn falcification, that:
1) The information I have provided on this form is true, accurate, and complete: 2) The services provided pursuant to this referral have been provided, in accordance with all applicable Federal or State lays, including those laws prohibiting discrimination based on race, color, national origin, handicap, age, sex or religion: 3) Records relating to services provided pursuant to this referral have been made and will be retained in accordance with AHCCCS policy and State and Federal agencies as required by the AHCCCS policies and procedures; and that, 4) I have read and I understand AHCCCS policies and procedures for referrals and those policies and procedures have been followed in providing services pursuant to this referral.
I understand that written documentation of all evaluation made and treatments rendered pursuant to this referral must be sent to the AHCCCS Primary Care Physician ("Gatekeeper") responsible for this member's health care under AHCCS.

____ ____________
PERFORMING PROVIDER SIGNATURE NO. AZ-108

9.0 Appendix B: Sample Printouts

9.1 Sample Lab Order Printout

```
            LABORATORY: CROW HOSPITAL

        Send Patient ORDER FOR 06/25/2001
        ORDER: 34876          LOCATION: 08 FAMILY PLANNING

SMALL, AMY              33786       DOB: Jan 10, 1995
06/25/2001 14:47
PRACTITIONER: ALEXANDER, JADE Est. Collect Time: 06/25/2001 15:48
TEST/PROCEDURE: PREGNANCY TEST            ROUTINE


DATE/TIME OF COLLECTION:_________________
** PLEASE BRING THIS WITH YOU TO THE LAB **
```

10.0 Appendix C: Security Key-Role Matrix

These are the Security Key assignments for Patient Chart. Each user must have the security key assigned for each function that the user needs enabled (see descriptive name for key function).

For example, to have the Medication tab enabled, the user must be assigned the BPCTRX key. Within the Medication tab, other security keys control the Medication tab functions. To change the date range (within the Medication tab) the user must also have the BPCRXPMD key assigned. To refresh the view, the BPCRXPMR key must be assigned. To print, the user must have the BPCRXPMP key. To view the Pharmacy Medication Profile, the user must have the BPCRXMP key. Within the Pharmacy Med Profile, the print function requires the BPCRXMPP key, the date change function requires the BPCRXMPD key, and the refresh function requires the BPCRXMPR key.

Note that all TAB assignments begin with BPCT. Each module is then controlled by BPCxx where xx is the module abbreviation, such as RX for Meds or HS for Health Summary. All primary menu options begin with BPCMN.

The Security Keys are assigned based on the role of the user, just as in the traditional RPMS applications. Depending on the access needs of your site's users, your security key assignments may be very similar or very dissimilar between staff levels. The chart below is a guide for assigning security keys for the Patient Chart program. The chart below has been left blank so that you can keep a record of your site's access levels and the associated security keys for future reference. If you need assistance in determining what keys to assign to your site staff, please contact the ITSC Support Center at (888) 830-7280 or rpmshelp@mail.ihs.gov.

> **Tip**: Because of the number of keys that need to be assigned, we recommend that you allocate all keys to all users and then manually deallocate the keys that are inappropriate for each individual user.

Security Key	Descriptive Name	Provider	Nurse	Clerk	Lab	Pharmacy	Social
TABS							
BPCTAP	APPTS						
BPCTCV	COVER						
BPCTEP	EDUC PROTOCOL						
BPCTFS	FACE SHEET						
BPCTHS	HLTH SUM						
BPCTIM	IMMUNIZATIONS						
BPCTLR	LAB						
BPCTMS	MEASUREMENT						
BPCTPC	PCC OTHER						
BPCTPR	PROBLEM						
BPCTPV	POV						
BPCTRG	REG						
BPCTRX	MEDICATIONS						
BPCTSP	SPECIALS						
BPCTTN	TELNET						

Security Key	Descriptive Name	Provider	Nurse	Clerk	Lab	Pharmacy	Social
BPCTWH	WOMEN HLTH						
BPCTXR	XRAY						
CHART							
BPCPC	MASTER						
PATIENT							
BPCPATPL	PAT PICKLIST						
MAIN							
BPCMNML	MY LABS						
BPCMNMLP	MY LABS PRINT						
BPCMNMLR	MY LABS REFRSH						
BPCMNPLU	PAT LOOKUP						
BPCMNPO	PAT OPTIONS						
BPCMNTN	TELNET						
BPCMNUO	USER OPTIONS						
FACE SHEET							
BPCFSP	PRINT						
PROBLEM							
BPCPRA	ADD						
BPCPRD	DEL						
BPCPRE	EDIT						
BPCPRL	LIST						
BPCPRNA	NOTE ADD						
BPCPRNC	NOTE CHG						
BPCPRNR	NOTE REM						
BPCPRP	PRINT						
PHARMACY							
BPCRXC	CANCEL						
BPCRXE	EDIT						
BPCRXI	REINIAT						
BPCRXMP	MED PROFILE						
BPCRXMPD	MED PR DATE						
BPCRXMPP	MED PR PRT						
BPCRXMPR	MED PR REFRESH						
BPCRXN	NEW PRESCR						
BPCRXPMD	PCC MED DATE						
BPCRXPMP	PCC MED PRINT						
BPCRXPMR	PCC MED REFRSH						
BPCRXR	REFILL						
LAB							
BPCLIL	INTERIM						
BPCLILC	INT DATE CHG						
BPCLILP	INT PRINT						
BPCLILR	INT REFRESH						
BPCLM	MICRO						
BPCLO	ORDER						
BPCLOCM	ORDER COMMS						
BPCLOLA	ACCESSION						
BPCLOLC	COLLECTION						
BPCLOLO	ORD LOCATION						
BPCLOOO	ORD OTHER ORD						
BPCLOPO	ORD PLACE ORD						

Security Key	Descriptive Name	Provider	Nurse	Clerk	Lab	Pharmacy	Social
BPCLOSP	SEND PAT						
BPCLOWC	WARD COLL						
BPCLP	PRINT						
BPCLT	TRENDS						
BPCLTE	TREND EXCEL						
BPCLTP	TREND PRINT						
MEASUREMENTS							
BPCMSA	ADD						
BPCMSE	EDIT						
BPCMSG	GRAPH						
BPCMSS	SAVE						
BPCMSTP	GRAPH PRINT						
SPECIALS							
BPCSPDA	ALLERGY						
BPCSPDS	DIABETES						
BPCSPRC	REF CARE						
BPCSPTR	TROUBLESHOOT						
BPCSPTRP	TRBSHT PRINT						
TELNET							
BPCNTNH	TN NEW HOST						
HEALTH SUMM							
BPCHSD	DISPLAY						
BPCHSP	PRINT						
BPCHST	TYPE						
RADIOLOGY							
BPCXRP	PRINT						
WOMEN’S HLTH							
BPCBWD	TAB						
BPCBWP	PRINT						
APPOINTMENT							
BPCSDP	PRINT						
IMMUNIZATIONS							
BPCIMA	ADD						
BPCIMD	DELETE						
BPCIMDF	DSP FORECAST						
BPCIMDH	DSP HISTORY						
BPCIME	EDIT						
PAT EDUCATION							
BPCEDD	DISPLAY						
BPCEDP	PRINT						